

Job Opportunities at SPS

The Signpost to Polish Success (SPS) is a Charitable Company (Registered Charity No. 1126928, Company No. 6693843) based in Nottingham that provides a range of services for Eastern European migrants who arrived in the UK after the EU enlargement in 2004. We are seeking to recruit a person for the following post:

Information Officer

This post is partially funded by the National Lottery Community Fund for until the end of March 2022, the successful candidate will have to complete a six month probationary period. The confirmed hours of work are 15 hours per week (flexible hours). There is a likely increase of the working hours to 30 hrpw, subject to funding. More information regarding the amount of working hours will be available at the beginning of May 2019 (please check our website: www.empp.co.uk). Salary - £19 557 pa pro rata with an increase available (in line with experience and the completion of relevant training) and NEST pension scheme is available.

This person will provide one-to-one information/guidance/support sessions at the SPS premises. These sessions will take place approx. 5/6 hours per day, 2 days per week or over 4 days per week (depending on the final contract hours). The remaining hours will be spent completing necessary administration work, attending meetings and events, networking, training, assisting with the provision of remaining SPS services (publication of East Midlands po Polsku, organising workshops and events, ESOL courses).

The applicant will ideally have experience of working with Eastern European citizens and with the voluntary sector, have knowledge of the structures of charities and community organisations. This person may undergo training (where appropriate) which will enable them to provide information suitable to the needs of Eastern European migrants. He/she will be fluent in both written and spoken English and Polish, he/she will be computer literate and he/she are able to contribute towards other services provided by SPS. Knowledge of other Eastern European languages would be an advantage. He/she will demonstrate an understanding of the issues affecting Eastern European migrants to the UK, show commitment to easing the process of their integration and community cohesion. The candidate will be positively inclined towards economic migrants, keen to provide them with knowledge, skills and a greater understanding of the local society to give them confidence to deal with their own problems/issues.

To Apply

To apply: post or e-mail your CV in both **English and Polish** and an accompanying letter in both English and Polish, stating relevant experience and your reasons for applying for this post.

Please apply to:

- By Email: SPS recruitment at jobs@empp.co.uk or

- By Post: SPS recruitment, SPS, Tennyson, Unit B, Forest Rd West, Nottingham NG7 4EP

For further information please contact Beata Polanowska on: editor@empp.co.uk

The closing date for receiving applications will be announced once we can confirm the amount of working hours.

Interviews will be held soon after the closing date. Please keep on checking our website for further details.

The successful candidate is due to start as soon as possible after the interview dates.

Job description and personal specifications available upon request (editor@empp.co.uk, volunteering@empp.co.uk) and on:

www.empp.co.uk

Please state where you saw this advert?