



CAFÉ LINGO
CO-ORDINATING VOLUNTEER
ROLE DESCRIPTION

Café Lingo (Isle of Man) is looking for a new Co-ordinating Volunteer.

Have you got some free time? Are you good at organising things? Do you respect other cultures and belief systems? Then we want you!

Café Lingo was set up in 2016 as an outreach of Promenade Methodist Church in Douglas, to serve the Isle of Man community, support individuals and promote community cohesion. It provides friendly support to adults whose first language is not English, by delivering free weekly English lessons, opportunities to meet and information to help with integration. In the seven years since it began, approximately 500 individuals from more than 48 countries have attended Café Lingo.

It is run entirely by enthusiastic, friendly volunteers. As one volunteer explains, *“My reasons for volunteering include that I like to chat with people and have made new friends. I love the English language and do word puzzles and games for fun. I like to be useful.”*

Could you be Café Lingo’s next Co-ordinating Volunteer?*

Could you lead the team of volunteers in continuing to deliver this highly valued service to the Isle of Man community?

This is a satisfying and unique role for someone who believes in treating people of any nationality, age, gender, faith or no faith with respect and kindness, and would like to put this belief into action. This person would need to accept Café Lingo’s principles, be good at organising, communicating, building relationships and motivating others. TEFL experience would be essential.

** subject to DBS checking*

Café Lingo’s PRINCIPLES are:

- to be respectful of other cultures and systems of belief
- to welcome strangers of any nationality, gender, age, faith or no faith whose native language is not English
- to teach adults English for free at weekly sessions which aim to be a balance of educational and social interaction
- to work as a team of volunteers whose spoken and written English is of a high standard
- to inform students about life on the Isle of Man, as well as Manx and British culture
- to give students opportunities to share their culture
- to balance essential and enrichment themes and promote social interaction. NB There should be at least one lesson annually to prepare users for communicating with the emergency services.
- to signpost students as appropriate to Government departments (e.g. UCM, the Job Centre etc) charities, not-for-profit organisations, national, cultural and leisure groups
- to be supportive, non-judgmental and compassionate to all
- to safeguard the well-being of students and volunteers, and to report to the safeguarding officer any concerns

Could you be Café Lingo’s Co-ordinating Volunteer, starting in April 2024 or shortly afterwards? If so, please contact Tim Norton c/o Café Lingo, Promenade Methodist Church, Loch Promenade, Douglas, IM1 2LY (email: nortoniom@gmail.com) by 5pm on Friday, 26th January, 2024. Please send a covering letter with a copy of your CV and details of two referees. Thank you.