



LEAH Activities Coordinator

Accountable to: Head of Charity

Salary: £27,500 per annum for full time role (35 hours per week)

Contract: Fixed-term, 6-month contract with the possibility of extension, subject to funding.

Based at: Siddeley House, 50 Canbury Park Road, Kingston, KT2 6LX, remote working

Hours: A part-time role of 2 days, 14 hours per week

About LEAH

For over 40 years, Learn English at Home (LEAH) has supported people whose first language is not English to thrive in health, education and the workplace. Our vision is *Inclusion through Language*.

We provide free English lessons starting at the lowest levels, working across four London boroughs. Our blend of one-to-one and class teaching, delivered both in person and online, ensures that students who cannot access conventional college courses still receive high-quality support.

We specialise in supporting students with little or no English. Lessons are delivered by trained volunteers and ESOL teachers, and are tailored to each student's needs. Teaching focuses on practical life skills such as making GP appointments, using local libraries, navigating public transport and communicating confidently in everyday situations.

A key part of our offer is a programme of trips and social activities. These help students understand their local community, practise English in real-life settings, overcome isolation and build confidence.

LEAH breaks down language barriers and connects people to vital services. We offer:

- 1:1 in-person lessons – at the student's home or a local shared space such as a library.
- 1:1 online lessons via Zoom – ideal for students with caring responsibilities or health issues.
- Online classes – students receive one year of 1:1 support followed by one year in a class.
- In-person classes – delivered in a range of venues, including local schools.
- Social activities and local trips – to support integration and wellbeing.

Delivered primarily by trained volunteer tutors, LEAH helps people build confidence, improve their English and participate actively in their communities.

About the role

This role focuses on organising and delivering LEAH's social activities and local trips. These activities are well-established, and LEAH has strong records of previous events and suitable venues.

The responsibilities include the following:

- Develop a schedule of trips and events, including costings.
- Liaise with venues, make bookings and complete risk assessments (where needed).
- Book tickets, attend events and arrange petty cash for travel reimbursements.
- Invite staff, volunteers and students, and organise staff involvement and attendance on the day.
- Keep registers and send out communications, information, maps and other materials.
- Lead activities, ensuring health and safety compliance, and take photos.
- Provide short write-ups with photos for social media and the website; contribute to grant-funding reports.
- Record attendance on Lamplight, our internal database.
- Make calls to check on students who have missed events or classes.

This role offers considerable flexibility and can be carried out remotely.

It will suit someone who is passionate about supporting refugees and asylum seekers. The successful candidate will have strong administrative skills, enjoy working by phone, and be able to adapt to the needs of people whose first language is not English. Experience in events is helpful but not essential.

The ability to work both independently and collaboratively is essential.

Other Expectations

We place our beneficiaries at the centre of everything we do. The successful candidate will:

- Identify and share ideas to enhance the student experience.
- Work collaboratively with other coordinators, sharing plans and seeking input.
- Complete all required training and maintain up-to-date knowledge of LEAH's policies and procedures.

How to Apply

Please send your CV and covering letter to administrator@leah.org.uk