**People and Project Manager (North Wales)**

**Charity Number: 1126806**

**Based:** Home Working with use of an office space in Bangor

**Reporting to**: Head of Operations

**Salary:** £25,000

**Hours:** 35 hours

**Duration:** 2 year contract in line with Big Lottery funding

**About The Reader**

‘*I’ve never finished a book before but that was dyno! Can we read the next one*?’

*Shared Reading* group member

The Reader is a charitable social enterprise which brings people together over a good story to improve mental health, build resilience and create communities through our innovative outreach model *Shared Reading.* We work predominantly in the Health, Criminal Justice and Education sectors however we have brought *Shared Reading* to people of every age and background, from pre-schoolers to end of life care. Currently we deliver over 400 *Shared Reading* groups per week and have worked with more 25,000 people since 2012.

*“This reading group mends holes in the net I would otherwise fall through.”*

*Shared Reading* group member

We have been delivering *Shared Reading* groups and training others in our model for over a decade, working with diverse communities in libraries, schools, care homes, recovery centres, homeless shelters, mental health wards and in prisons. Trained Reader Leaders create a safe and welcoming space where group members can feel valued, encouraged and listened to by coming together each week to read aloud a story and a poem. Group members are invited to read aloud if they choose to and share their thoughts and personal reflections on what's been read, creating connections not only with the literature but with each other.

It may seem a simple process but *Shared Reading* changes lives and our ambition is to have it take root in every community in the UK so that it is freely available wherever and whoever you are.

Our head office is in Liverpool, where The Reader began, but we are building communities of Readers across the UK and beyond with teams in London, the South West, Northern Ireland and a national prison project which spans the UK, as well as a number of international partnerships in Denmark, Holland, Belgium, Germany and Australia.

**Our beliefs and values**

Our beliefs and values shape our culture and guide us in our work both internally and externally. These are principles that we hope will help everyone who works for us, everyone who works with us and everyone with whom we read understand who we are, what we stand for and how we do things.

It’s really important that we recruit people who feel they can work in accordance with these values:

* Great literature is at our heart
* We read to lead
* We are kind but bold
* We respect individuality but work as a team
* We value innovation and find ways to live with change
* We have strong boundaries and are well supported
* We celebrate success but learn from our mistakes
* We work whole-heartedly and value our wellbeing

Please read more about our purpose, beliefs and values on our [website](http://www.thereader.org.uk/who-we-are/our-values-and-beliefs.aspx).

**About this post**

*“A writer only begins a book. A reader finishes it.”*

Samuel Johnson

We are looking for a target-driven, motivated and focussed leader to take responsibility for the successful management of a our *Feel Better with a Book* **Big Lottery** funded project in North Wales. This is an ambitious project, recruiting, training and supporting volunteers in Gwynned and Anglesey to run shared reading groups to reduce social isolation and improve wellbeing.

Your specificresponsibilitieswill be to:-

* Manage the work of the Volunteer Coordinators including recruitment, allocation of responsibilities, objective setting and development reviews, staff support and supervision, budget management, IT (including Microsoft Dynamics), Communications, Quality, Monitoring and Evaluation, dealing with day to day issues and concerns
* Arrange and lead regular team meetings
* Build and maintain strong partner and referral relationships
* Oversee the recruitment, support and supervision of volunteers
* Liaise with host & partner organisations to ensure best practice, including Service Level Agreements and Risk Assessments
* Ensure a high standard of delivery of *Shared Reading* by ensuring groups meet our quality standards; that staff and volunteers are well trained and engage in continuous professional development and that regular monitoring and evaluation takes place
* Create and implement a marketing and communications plan
* Monitor operational targets and milestones and escalate any concerns. Report to Associate Director Operations and Big Lottery on same
* Ensure reports to funders are submitted on time and to a high standard
* Act as an effective link between Head Office and Wales team
* Take full responsibility for the project budget and the effective monitoring and evaluation of the project
* Communicate effectively, both internally and externally
* Undertake any other duties as designated by Line Manager.

**This role could be for you if you:-**

* Enjoy taking on new responsibilities
* Are kind, yet bold
* Do what it takes to get the job done
* Can seize opportunities
* Are a good leader
* Are committed to on-going learning

**Person Specification**

In order to fulfill this role, it is **essential** that you

* Are a fluent Welsh language speaker
* Have excellent IT skills, including Microsoft Word, Excel and Outlook. Must be willing to learn new IT skills
* Have people management experience
* Are self-motivated and able to motivate others
* Have experience of liaising with funders
* Are able to prioritise and manage your own workload and workloads of others
* Can work flexibly and unsupervised
* Have experience of partnership working
* Are resilient
* Can demonstrate excellent leadereship skills
* Understand and model The Reader’s values
* Hold a driving licence and have access to a car

Desirable criteria

* Marketing and communications experience

**How to Apply**

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit [www.thereader.org.uk](http://www.thereader.org.uk/) and select the ‘Get Involved Section’ where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to [kateharrison@thereader.org.uk](mailto:kateharrison@thereader.org.uk)

**Deadline for applications: 26th April 2018, 9am.**

NB: applications arriving after 9am will not be considered.

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview.  You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.

A high volume of applications may make replies to everyone impossible. If you have not heard from us by 2nd May 2018, then unfortunately your application has been unsuccessful.

Role to start as soon as possible