**Wigan Community and Training Lead**

**(Part time, 0.4 FTE)**

**VACANCY REFERENCE CODE: 10/2018**

*Please quote this code on the application form*

‘You think your pain and your heartbreak are unprecedented in the history of the world, but then you read. It was books that taught me that the things that tormented me most were the very things that connected me with all the people who were alive, or who had ever been alive.’
 [James Baldwin](http://www.goodreads.com/author/show/10427.James_Baldwin)

**Based at: Calderstones**

**Reports to: North West & National People & Project Manager**

**Location: Wigan**

**Pay Scale: £17,000-£22,000**

**About The Reader**

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

We are a leading UK social enterprise and have been growing consistently since we formed as a company in 2008, with a national and international remit that develops innovative shared reading-aloud groups in diverse communities across society. Head office is in our home city of Liverpool but we have teams in London, the North East, the South West, Scotland Wales, as well as a national prisons project in 6 locations, and a number of international connections.

We read with all kinds of people, thousands of them, helping them find the guiding hand that is waiting in literature, providing meaning, social connection and personal insight. We believe that literature is a force for social good that can be used to build community and enhance lives, reduce social isolation and help people to maximise their potential. Our work encourages people of all ages and backgrounds, in whatever life situation they find themselves, to become readers, to extend their reading habits, and to share their reading experiences with others.

The Reader works with over 5,000 people through 370 weekly groups, events and activities; from pre-schoolers to people at the end of life, and across a number of different sectors, including, but not limited to the Education, Criminal Justice and Mental Health Sectors.

**About Shared Reading**

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

(Shared Reading group member)

Shared Readingis our innovative social outreach project. Groups meet in community centres, libraries, homeless shelters, schools, hospitals, doctors’ surgeries, drug rehab units and care homes – simply to enjoy great books and poems together!

What’s different about these groups is that short stories, novels and poems are *read aloud* by one of our trained facilitators (group members can choose to join in, but there is no pressure to). This provides immediate engagement with the text, which is enriched by the spontaneous sharing of life stories and experiences as confidence builds over time. The groups meet week-in-week-out, providing valuable structure and support. Both of these elements are integral to the success of Shared Reading.

**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 here: <http://www.thereader.org.uk/who-we-are/our-values-and-beliefs.aspx>

**About this role**

The main responsibility of this role is to support volunteers and nurture partnerships to support the project, which places volunteers reading with older people living with dementia across Wigan. You will also develop and deliver a publicity plan to raise awareness of the project and build up contacts locally to set up referral routes into groups where appropriate.

**Key Responsibilities:**

* Support volunteers to run Shared Reading groups and undertake Volunteer Organiser, Community Advocate and Community Champion duties
* Recruit community members to reading groups
* Develop good working relationships with project partners and local services, including building referral relationships
* Take responsibility for representing The Reader in public, maintaining relationships with partner agencies and ensure that positive impacts are recorded
* Keep up to date records and contribute to project reports
* Ensure monitoring and evaluation processes are undertaken on the project
* In conjunction with our Communications team, develop publicity materials, such as leaflets and posters to promote the groups and volunteering opportunities – including developing and delivering a publicity plan to raise awareness of the project
* Keep up to date records of delivery of shared reading, and volunteer records in line with organisational best practice, and project needs
* Schedule training support modules, refresher workshops and ongoing quality practice support and source appropriate venues
* Model quality Shared Reading practice (training will be provided)
* Work with the Evaluation Manager to ensure effective review of learning opportunities and cascade learning to internal Volunteer Project Learning Teams
* Work with the Head of Reading Excellence to ensure volunteers deliver a quality service
* Provide cover for groups as and when required
* Manage the administrative processes underpinning the project and related provisions
* Be an effective team member, participating in personal and professional development
* Attend weekly catch up sessions with Project Manager and report back useful information in a timely manner
* Attend and contribute to staff meetings, feeding back useful information
* Other duties as designated by line manager

**Person Specification**

**Essential Criteria**

* A degree in English, or ability to demonstrate wide range of personal reading, including poetry and the ability to talk about it in an engaging manner
* Excellent at reading aloud
* Excellent IT skills
* Ability to co-ordinate a number of different activities and work to a specific plan
* Experience of managing staff or volunteers
* A good communicator with great speaking, listening and writing skills
* Able to make and maintain appropriate relationships with external organisations
* Commitment to engage and work with a diverse and varied range of participants
* Able to support, coach and progress volunteers in a sensitive and constructive manner
* Able to deal with potentially distressing situations and challenging behaviours in a careful and calm manner demonstrating excellent emotional resilience
* Self-motivated and able to work unsupervised in a peripatetic style

**Desirable Criteria**

* Community engagement experience
* Understanding and experience of The Reader’s shared reading model
* Experience of delivering training
* An understanding of the problems of engaging people who think books are not for them
* Driving license and use of a car

You must be willing to undergo a fully enhanced DBS check.

Training and supervision in Shared Reading and Safeguarding practice will be provided.

**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

**Deadline for applications: 24th July 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 6th August 2018, then unfortunately your application has been unsuccessful.

Role to start as soon as possible