

Job Description

North West Hub leader

'The reading groups have helped me more than anything else - they are a different kind of medicine and it's through them that I've found a way back into life.'

Daniel, Birkenhead Library Group Member

VACANCY REFERENCE CODE: 38 /2019

Please quote this code on the application form

Based at: Calderstones Site

Reporting to: North West Regional Manager

Salary: Band 2, £17,000 - £22,000

Contract: Permanent

Working arrangements: Full time and part time positions available

Areas: NW Region (Wigan, Knowsley, Sefton, Wirral, Cheshire)

About this role

This role requires a motivated and community minded individual. The main thrust of the role is to sustain and expand The Reader's Shared Reading work in a designated operational Hub, within a greater region.

Shared Reading is a powerful group experience that sparks connection, reflection and discovery, by bringing people together through great stories. We read with people of all ages, backgrounds and abilities, everything is read aloud, all our groups are free to attend and everyone is welcome to join in. Whether someone has been reading all their life or have never picked up a book before, they'll find a warm welcome in a Shared Reading group.

Key activities of the Hub Leader role will be:

- Supporting our volunteers to ensure they have a great experience and deliver quality shared reading
- Building local relationships that will help us ensure our groups reach the people who need them most, attract new volunteers and provide funding for future sustainability

The key responsibilities are to:

- Oversee the work of a team of volunteers providing advice, help and support as needed
- Train and support volunteers to deliver effective Shared Reading Groups in their communities
- Run support programmes for different volunteer roles including meetings, shared reflections, refresher workshops and safeguarding training
- Develop a plan for local advocates to help recruit new group members and support hub activity

- Create a community engagement plan; to build and strengthen relationships with a variety of stakeholders, introducing them to Shared Reading, bearing specific borough profiles in mind
- Run outreach activities to attract a network of stakeholders who can support shared reading through advocacy, signposting, volunteering or funding
- Use a range of communication tools to connect local organisations and promote the work of The Reader in the North West
- Carry out volunteer recruitment activities and signpost interest to the central Volunteer Recruitment Manager
- Care about the accuracy of The Readers data, ensuring accurate collection and submission
- Ensure that monitoring and evaluation activities are undertaken in accordance with centralised timetables including collection of Reader Stories

This role could be for you if you:-

- Enjoy testing new ways of working
- Are an agile, driven and collaborative worker
- Are kind, yet bold
- Are comfortable working in a changing environment
- Do what it takes to get the job done
- Can seize opportunities
- Are a good leader
- Are committed to on-going learning

Experience	<ul style="list-style-type: none"> • Understand that individual projects are delivering wider organizational aims and you take responsibility for sharing learning that will improve the quality of our work (essential) • Have an understanding and experience of Shared Reading and its benefits (essential) • Have experience recruiting, training and managing volunteers (essential) • Are a good networker (essential)
Skills	<ul style="list-style-type: none"> • Have strong IT skills, including CRM. (essential) • Are self-motivated and able to motivate others (essential) • Are able to prioritise and manage your workload (essential) • Can work flexibly and unsupervised (essential)
Special Circumstances	<ul style="list-style-type: none"> • Understand and model The Reader's values (essential) • Hold a driving license and have access to a car (essential)

The post holder will be required to attend all staff meetings twice a year, usually held in Liverpool.

What you can expect from The Reader in this role:

- Coaching and Support in the role
- Support from the Business Development Team
- Support from the Communications Team
- 'Train the Trainer' training from our Learning & Quality Team

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 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: Monday 3rd June 2019, 9am

- NB: applications arriving after 9am will not be considered
- A high volume of applications may make replies to everyone impossible.

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.