

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: 51/2019

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: Working Hours/Pattern: 35 hours per week usually Monday – Friday with a requirement for occasional weekend working on the Calderstones site, which is a 7 day a week working environment. Flexible working arrangements will be considered

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

About this role

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.

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 the North West Region. We are looking for someone with demonstrable experience- and love of -working with volunteers to make great things happen.

You will be part of a great team working together to deliver a common goal. You will be required to produce regular reports and updates on progress in your area, ensuring targets and deadlines set by our funders are met

Key activities of the Hub Leader role will be:

- To Coordinate training
- To act as proactive ambassador for the reader recruiting and supporting volunteers to ensure they have a great experience and deliver quality shared reading
- Building local partner 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
- Support volunteers to deliver effective Shared Reading Groups in their communities
- Run a support programme for a variety of volunteer roles: host meetings, one to one support, 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 , including social media where appropriate.
- Carry out volunteer recruitment activities and signpost interest to the central Volunteer Recruitment Manager
- Ensure ongoing collection of the Readers data, ensuring accuracy and timeliness of submission
- Be Responsible for monitoring and evaluation activities undertaken in accordance with centralised timetables including collection of case studies
- Design and implement a publicity plan for your Hub(s)

This role could be for you if you:-

- Are an experienced leader
- Enjoy testing new ways of working in a changing environment
- Are agile, driven and collaborative
- Are a lateral thinker who can do what it takes to get the job done
- Can identify and mobilise opportunities as they arise
- Are committed to on-going learning
- Are kind, yet bold

Experience	<ul style="list-style-type: none"> • Have experience recruiting, training and managing volunteers (essential) • Have worked in a fast paced and changing environment (essential) • 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 • Are an experienced and confident networker (essential)
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Skills	<ul style="list-style-type: none"> • Have excellent IT skills , including CRM. (essential) • Are self-motivated and able to motivate others (essential) • Are able to prioritise and manage your workload balancing the needs of the job alongside needs of volunteers(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) • Can be asked to support any of the Hubs across the North West • Work occasionally outside of normal working hours

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
- A warm and supported working environment that celebrates success and learns from mistakes

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 5th August, 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.