

RECRUITMENT PACK



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🐦📘📍 @thereaderorg
#SharedReading

The Mansion House,
Calderstones Park
Liverpool
L18 3JB

r The
Reader

About The Reader

"Who knew that reading – which I was told was a solitary affair – could bring people together in the same way that a book can bring a reader to the world?"

Lemn Sissay

The Reader is a national charity that wants to bring about a Reading Revolution so that everyone can experience and enjoy great literature, which we believe is a tool for helping humans survive and live well. By reading with school groups, families, adults, looked after children, older people in care homes, adults with physical and / or mental health conditions, people coping with or recovering from addiction and individuals in the criminal justice system, our work is helping to improve wellbeing, reduce isolation and build stronger communities.

Shared Reading is a powerful group experience that brings literature to life. A group of two or more people – one of them a trained Reader Leader – meet, usually weekly, and read great novels, poetry, plays or other literary matter, aloud. It's not a course, it's not a book club.

Reading the literature aloud, sharing it in real time, means that everyone is involved in a live experience.

Our Vision is of a world in which everyone has 'something real to carry home when day is done'.

Our Mission is to bring about a reading revolution so that everyone can experience and enjoy great literature, which we believe is a tool for helping humans survive and live well. Everything we do – from our Shared Reading groups to our social enterprises, from our publications to The Storybarn at Calderstones – brings people together and books to life to make this happen.



The Reader At Calderstones

Our Head Office is based in the Mansion House in Liverpool's Calderstones Park.

With the support of the Heritage Lottery Fund (HLF), Liverpool City Council (LCC) and grant funders, The Reader has transformed the Grade II listed Mansion House in Calderstones Park into an international flagship project for Shared Reading, a model reading community, which opened in September 2019.

The Reader at Calderstones offers a working model of a community that has literature, art, heritage, wellbeing activities, food and fun at its heart. It's the first community of its kind in the UK and indeed, the world - a place where everyone can come to find something real to take home at the end of the day.

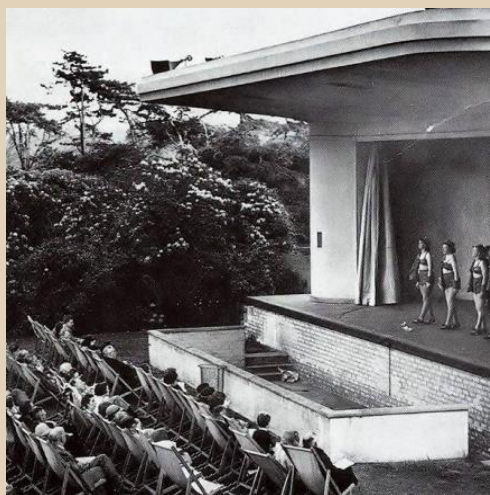
The Reader at Calderstones is home to the Calderstones Mansion House Community Interest Company's social enterprises, the Reader Café, the Ice Cream Parlour and the Storybarn, our imaginative play space, which generate income to support our charitable work. The Storybarn welcomes 6,000 children and family members and 74 schools and 3000 pupils, inspired by a lifelong love of reading for pleasure.

This a place unlike any other, where everyone is welcome, and where anyone can come to experience literature, find and share meaning, be nourished, develop new skills and explore creativity.

What our staff say

"The overall friendly vibe in the office, the teamwork and culture of helping each other out, the focus on staff members as individuals and the culture of empathy and kindness that working with literature fosters - it is the nicest place I have ever worked"
Employee Survey, November 2019

"The Reader staff are a warm, generous and supportive team. A real cliché but it really does feel like one big family where everyone has your back"
Employee Survey, November 2019



Shared Reading Reach



719

groups and 1:1 readings
taken place between
2019-2020



13,766

beneficiaries reached
through Shared Reading
activities



28,154

beneficiaries engaged
with our activities

Data taken from April 2019 to March 2020

Our Impact

We regularly capture the impact that Shared Reading has on readers and volunteers, on children and adults, in prisons, in health and social care and in the community. These stories inspire us to do more to help people build deeper connections with each other, and themselves.



94% said it *"makes me feel better"*



89% said it *"helps me connect with others in a different way"*

*Feedback from our Community Survey, September 2020
– 351 individuals surveyed, response rate 84%*

Thanks to the support of the players of the People's Postcode Lottery, we're making important investments in our people, systems and processes that enable our work to thrive.

- We've transformed the way we deliver Shared Reading under the banner 'The Reader at Home', bringing the connection and comfort of great literature to new and existing audiences in need of wellbeing support, distraction and meaning during Covid.
- We've created and curated over 100 pieces of digital reading content and grown our followers on Facebook by 50%.
- We were awarded the Investors in Volunteers standard in recognition of the quality of our volunteer support.
- We've improved the digital support we offer volunteers with the soft launch of a new online community hub which includes a library of over 1000 reading resources and new training videos.



Our Values

*"People are dying – it is no metaphor –
for lack of something real to carry
home when day is done."
Saul Bellow, Herzog*

Our values reflect and shape our behaviour, and guide our volunteers, staff, trustees and supporters as we work together to bring about a Reading Revolution.



We read to lead

Great literature is in our DNA, developing imagination, deepening understanding and expanding experience. Reading is also about the kind of attention and understanding we give to our actions, other people and the wider world.

We are kind but bold

Through kindness we inspire ourselves, and others, to do more than we might have thought possible, always aiming for encouragement and trust. But we are bold, too, in saying what we mean as clearly as we can.

We make our own pattern in the world

We don't simply do as others do, we try to work out what is good and right, and do that. We value innovation, foresight and bold ideas in every part of our organisation.

We learn from experience and we learn through our mistakes

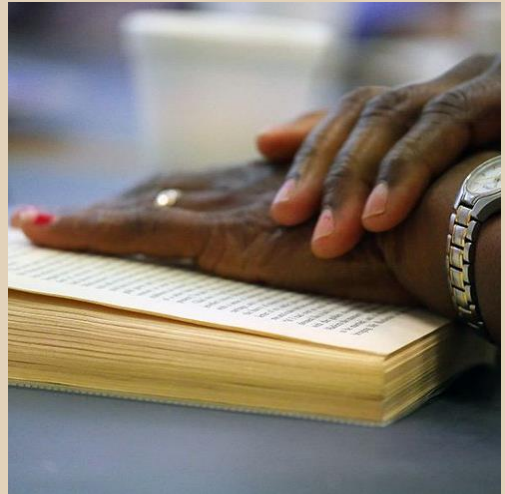
We're not afraid of owning our mistakes: understanding them helps us grow. We try to be creative in difficult situations, lively-minded and willing to learn.

We love The Reader and take responsibility for it

Everyone at The Reader is The Reader. We each take responsibility for making The Reader as good as it can be: we pick up the rubbish, speak up when we've made a mistake, notice and try to fix the glitches.

*visioning a world
where none is lonely, none hunted, alien,
this man, superb in love and logic, this man
shall be remembered.*

From *Frederick Douglass*
by Robert Hayden



Belonging at The Reader

Our diversity, equality and inclusion statement

In a nearly twenty-year history of developing Shared Reading groups, The Reader has created thousands of warm and welcoming spaces where all comers are seen and, when they choose to speak, heard.

We consciously work to build the same warm and welcoming feeling, the feeling of belonging, in our workplace. Kindness is one of our values and it helps us care about how we treat each other, always aiming for encouragement, openness and trust.

We use our values to try to ensure The Reader is a thoughtful environment, and we ask all colleagues to be bold, building an environment where all needs and concerns can be raised, listened to, and when possible acted upon. So we'll ask you to tell us if you have any specific needs or if there are things we can do to make you feel more at ease.

One of our values is 'we make our own pattern in the world' and we do that by appointing the best candidate to the role. Current employees and applicants for jobs will always be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, sex, gender, gender identity, marital status, nationality, race or ethnic origin, religion or belief, sexual orientation or socio-economic status.

In our commitment to build diversity into our teams and programmes, we are particularly keen to receive applications from people from black, Asian and minority ethnic backgrounds; LGBTQ+; those with disabilities, those with unconventional life experience or educational background.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact jobs@thereader.org.uk



Development Manager

| | |
|--------------|---------------------------------------------------------------------------------------|
| Hours/FTE | 1 FTE / 35 hours per week |
| Reports to | Head of Development and Partnerships |
| Based | This role can be carried out remotely, at our head office or hybrid |
| Contract | Permanent |
| Salary | £30,000 per annum (Additional London Weighting available for London based applicants) |
| Closing date | Wednesday 29 th June, 5pm |

About the Role and Key Responsibilities

The Development Manager sits in the Development Team, which is responsible for delivering income to sustain and grow The Reader's work and developing relationships that can help make that work happen. The Manager will work to generate funds from Trusts and Foundations and Statutory organisations. The post holder will input into the strategic overview of the department and the development of the annual fundraising strategy. The role will work collaboratively across the organisation to identify and develop funding opportunities and will build relationships externally with existing and prospective funders. Partnership and project working will be instrumental in the role.

Key Responsibilities

Knowledge and skills

- To maintain a solid understanding of the external funding environment, keep up to date with funding trends and developments in the sector.
- To write high quality and compelling bids, proposals and applications in order to secure funding from a wide range of Trusts and Foundations and statutory organisations.
- To write high quality and well-informed funder reports, using information drawn from across the organisation and including both qualitative and quantitative data.
- To put together draft project-specific budgets for sign off where appropriate or required. This might be helping to shape discreet project budgets for new areas of activity or working together with our Finance team to pull together larger budgets that reflect key strands of our core work.

Leadership and People Management

- To line manage the Development Coordinator, providing regular support and feedback through 1-2-1s, identifying development opportunities and being responsible for undertaking the 'Davy' staff review process.
- To account manage larger pieces of work where appropriate to ensure contract requirements are met – playing a key role in the project management and co-ordination of large funded strands of activity that are delivered across multiple departments.

Communication

- To ensure all funder reporting requirements are met, regularly liaising with relevant departments to ensure key outcomes and objectives remain front of mind during the delivery of funded areas of activity.
- To work together with the Communications team to identify promotional opportunities related to funded areas of activity, liaising with the funder to ensure all permissions are secured.

Liaison and Networking

- To proactively identify and cultivate prospective funders and partners and to build strong relationships with stakeholders.

Planning and Organising

- To input into the wider development of the fundraising strategy, feeding in pipeline opportunities and projections and identifying sector trends and their potential impact on the achievement of fundraising targets.
- To develop and deliver the long term fundraising strategy for Trusts and Foundations, working to achieve annual income targets.
- Together with the Head of Development, set the annual Trust and Foundations target based on an accurate and informed income pipeline.
- To develop and maintain a strong pipeline of prospective funders.
- To support the delivery of engagement and cultivation events for current and prospective funders and partners.
- To ensure all activity and information is recorded on the organisation's CRM, in an accurate and timely manner.

Initiative and Problem Solving

- To work with all teams across the organisation to identify and build funding opportunities, playing a role in the development of potentially fundable projects and areas of activity.
- To work with wider teams to refine processes and mechanisms for effective cross-organisational working where required

Teamwork and Collaboration

- To actively work with the rest of the Development team to share information and to develop bids.
- To work across the organisation to obtain the necessary information for bids, proposals and reports coordinating the process and managing up when appropriate in order to make sure deadlines are met.
- To lead the Trusts and Foundations team sub-group, setting agendas for meetings, assessing new opportunities for eligibility and fit and delegating tasks accordingly

Person Specification

- At least 3 years' experience working in either a fundraising, account management, business development or marketing/sales role.
- Excellent verbal and written communication skills with the ability to understand, interpret, and present complex information in a persuasive and accurate way for a range of audiences both internally and externally.
- A proven track record of delivering to targets with the ability to work under pressure and manage conflicting priorities.
- Demonstrable experience of successful bid writing, resulting in secured income.
- The ability to think and plan strategically, shape projects and deliver to agreed timelines.
- An effective influencer and negotiator with a demonstrable ability to sell concepts in a clear and engaging way.
- A self-motivated, proactive and collaborative individual with a proven ability of networking and developing new partnerships from scratch.
- A team player with a positive and flexible attitude with a willingness and ability to work collaboratively with colleagues.
- Confident in dealing with budgets and costings in order to be able to present them accurately within funding bids.
- Be able to demonstrate an understanding of, and passion for, the mission and work of The Reader and its values.
- Experience of using a CRM system.
- Experience of working in or understanding of the voluntary, charity, health and social care or Arts sector.

Employee Benefits

- 30 days leave allowance a year plus bank holidays (pro rata dependent on FTE)
- Employer Pension Scheme – Auto enrollment begins three months after start date. Payments are matched 4% on auto enrollment scheme and 6% on standard scheme by The Reader.
- Flexible working policy (44% of staff work flexibly, *January 2021*)
- Opportunities for personal development, including external training
- Head Office based within Calderstones Park
- All employees have access to an Employee Assistance Programme with Health Assured
- Four employees are Mental Health First Aid Champions being able to provide advice to staff

Pre-Employment Checks

- All employment offers are conditional upon receipt of two satisfactory professional references. Referees will be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.
- All contract types are subject to a probationary period of 6 months.
- Where necessary and appropriate for the role, a relevant DBS check will be undertaken as part of the onboarding process.

How to apply

Visit www.thereader.org.uk and select the 'Get Involved Section' where you will be able to view and download an application form. Please complete the application form and submit to laurakershaw@thereader.org.uk

Equal Opportunities

We are committed to attracting diverse candidates. Applicants who meet our minimum (essential) criteria and identify as one of the following will be guaranteed an interview.

- Black, Asian and Minority Ethnic
- LGBTQ+
- Those with disabilities
- Those with unconventional life experience or educational background

Deadline for applications: 5pm, Wednesday 29th June 2022

- NB: applications arriving after 5pm 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.

Attending the Interview

We will cover travel expenses for anyone who is not currently in a position to do so.

If you need any more information on the format of the interview, who will be interviewing, and what to expect on the day, please contact laurakershaw@thereader.org.uk.

If you have any special requirements, please let us know in advance and we will be happy to make any adjustments needed.



The Reader is supported by:



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**ARTS COUNCIL
ENGLAND**



Steve Morgan
FOUNDATION