

RECRUITMENT PACK



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#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

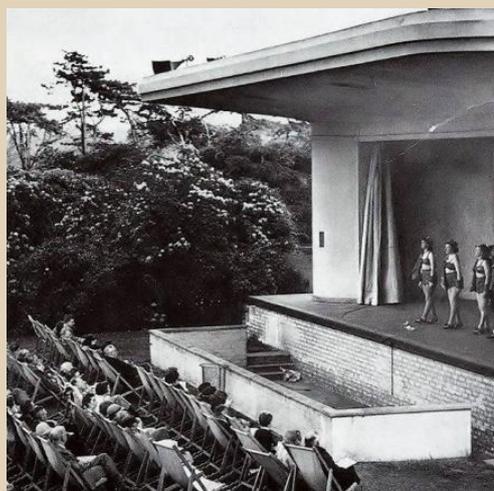
Our Head Office is based in the Mansion House in Liverpool's Calderstones Park.

With the support of the National Heritage Lottery Fund, 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

People who took part in Shared Reading activities told us:



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%*

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.



719

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



28,154

beneficiaries engaged with
our activities



13,766

beneficiaries reached
through Shared Reading
activities

Data taken from April 2019 to March 2020

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, equity 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



London Partnerships Lead

Hours/FTE	1.0 FTE (part time hours would be considered)
Reports to	Shared Reading Partnerships and Programme Manager
Based	Based in London, working remotely within a centralised team covering entire UK. Requires some national travel
Contract	Permanent
Salary	£26,500 (including London Weighting)
Closing date	Monday 15 th August, 9am
Reference Code	CO_250722

About the Role and Key Responsibilities

This role is responsible for building and maintaining relationships with a variety of partners who work with The Reader to bring the power of Shared Reading to diverse communities across the region. Our network of partners includes libraries, care homes, housing associations, voluntary sector organisations, NHS partners and more. This is an exciting opportunity for a hard working individual to join a dynamic team responsible for inspiring other organisations, and the people they work with about the benefits of Shared Reading and developing ways we can work together.

Key Responsibilities

Knowledge and Skills

- Knowledge and experience of the Voluntary, Community and Social Enterprise sector and range of partners (housing, social, health and libraries, for instance) which we engage with
- Experienced in community engagement and building relationships with a variety of stakeholders
- Understanding of the benefits of The Reader's Shared Reading model and the power of literature in order to promote our work to partners and volunteers
- Good IT skills, excellent record keeping skills, experience of a CRM system

Leadership and People Management

- Develop strong relationships with new and existing partners to deliver Shared Reading in a variety of locations. This involves identifying partners to host Shared Reading groups, engaging partners to promote the groups
- Work with partner organisations to identify volunteers to set up and run Shared Reading groups and embed it in their service (in collaboration with The Reader's Volunteer Support Team)

Communication

- Undertake appropriate activities to engage community stakeholders in our work (community organisations, their staff, potential group members and volunteers)
- Collate and write funder reports, as required
- Strong listening skills will enable you to stay atuned to the needs and challenges of our partners in your area to spot opportunities for collaboration or development
- Proactively identify opportunities in local areas to boost the profile of The Reader and the activities on offer
- Communicate directly with partners and commissioners, creating positive relationships that increase the likelihood of longer-term partnership work, investment and continued investment

Liaison and Networking

- Build, maintain and manage excellent relationships with a variety of stakeholders
- Undertake a variety of community engagement and recruitment activities in line with our targets and strategy
- Proactively seek out and attend networking events to raise the profile of The Reader and our service in the regions you work within
- Work with colleagues to deliver engaging events for the stakeholders in your area

Planning and Organising

- Achieve agreed targets, KPIs and tasks to deadline
- Manage and prioritise a demanding workload that will include a variety of work across different areas and sectors
- Research trends and plan potential partnerships to develop Shared Reading
- Provide insight for bids for new funding and recommissions of existing work

Initiative and Problem Solving

- Identify potential case studies to measure and demonstrate impact
- Use initiative to solve day to day problems in fast-paced, changing situations
- Use problem solving skills to consider how a variety of different organisations could adopt The Reader's model into their service to meet their objectives and ours
- Identify opportunities to raise The Reader's profile to maximise engagement
- Embody the ethos of The Reader to potential new communities and partners, representing our model and its impact

Decision Making and Freedom to Act

- Develop partnership models and agreements in line with the team's strategy
- Decide the Shared Reading delivery offer best suited to diverse groups of people
- Identify new partnership possibilities and develop relationships with funding potential
- Collate evidence of impact to support our internal learning and for our funders

Collaboration and Teamworking

- Work cross organisationally to meet targets and deliver a consistent offer to partners and volunteers
- Share learning and insights
- Contribute to the direction of The Reader's growth strategy for Shared Reading

Person Specification

Essential

- Able to demonstrate an understanding the purpose, social mission and work of The Reader to grow Shared Reading across the UK
- Proven track record in partnership development and engaging hard to reach groups
- A love of literature and understanding of its benefits
- Excellent verbal and written communication skills
- Ability to communicate to partners in a clear, concise and compelling way
- Self-motivated and able to work under minimal supervision, possibly remotely
- Ability to plan and prioritise work when resources are limited and timescales are difficult
- Able to bring a positive approach to work, finding creative solutions to problems
- Good IT skills, including Microsoft Word, Excel and Outlook. Willing to own data entry on a Microsoft DMX CRM - in particular, Windows-based software

Desirable

- Willingness to take part in further professional development as part of this role
- Previous experience of working in the charitable or arts sector, or relevant services such as libraries
- Practical experience of Shared Reading

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: 9am, Monday 15th August

- 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.

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 jobs@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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ENGLAND**



Steve Morgan
FOUNDATION