

JOIN THE READER TEAM



WELCOME

Thank you for your interest in working with us. We hope that in return we can offer you an exciting and varied job, a career filled with purpose, development opportunities and many additional benefits.

The Reader is a national charity that uses the power of literature and reading aloud to transform lives. Everyone who works with us, regardless of their job title, plays a part in contributing to this. Our Shared Reading model brings people together to read great stories and poems - creating powerful moments of connection. In a world that feels increasingly divided, and with increased pressures on our mental health, Shared Reading offers us time and space to share what matters to us.

“Shared Reading gave me the confidence to believe in myself. I’d never experienced anything like it; just talking about what came up in our minds as we read the text. It was a small group, and nobody was trying to show off in a way that sometimes happens in academia.

It was gentle, and kind, and lovely. I thought it was amazing. I realised I didn’t need any literary experience. In fact, I didn’t need anything besides the openness to engage, connect and be present.”

Mariana
Storybarn Coordinator



We are very proud that wellbeing has been and always will be a priority here, and many of our staff stay with us for a long time because of this.

We are committed to benchmarking our salaries regularly to ensure we provide good pay in a competitive sector, offering opportunities for personal development and career progression and enabling staff to experience the life-changing benefits of Shared Reading.

We are based at the beautiful Mansion House in Calderstones Park in South Liverpool, and a nationwide charity whose values and ethos span our remote team and the communities we support. The Reader is 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. Our work is supported by a collective of commissioners, grant funders, corporate partners and individuals.

Jemma Guerrier
Managing Director



"At The Reader you are a person, you're thought of as a complete individual and your needs are taken into account. It's allowed me to 100% be myself at work."



WHAT SHARED READING DOES

"It's about feelings. It's about reading something and saying 'that's just made me feel this' - it's about connection. That's what happens in the room in between the story."

If you're new to literature or not, the impact of getting together and connecting through reading aloud, whether a book or poem, is at the heart of everything we do. In contrast to traditional reading groups, in our Shared Reading sessions the reading takes place within the groups themselves, rather than in advance. The liveness of the reading opens up space for new thoughts to emerge and new connections to be forged. We read 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.

We know that our work is helping to improve wellbeing, reduce isolation and build stronger communities. We offer the opportunity for all our staff members to experience and benefit from shared reading. It is open to all and you don't need to be academic or have previous experience with literature. You might be surprised at what shared reading can do for you too.

Katie Clark
Director of Literature



85%

say Shared Reading helps them to understand other people better

95%

say Shared Reading makes me feel better

95%

look forward to their group as an important part of their week



STAFF BENEFITS

- **Generous holiday entitlement.**
- **Holiday exchange scheme.**
- **Flexible working options including home, hybrid and remote options.**
- **A chance to experience the benefits of Shared Reading.**
- **Employee Assistance Programme.**
- **Hardship Fund.**
- **Enhancements to statutory provision for maternity / paternity and sickness absence.**
- **Beautiful head office location.**
- **Free onsite parking.**
- **Regular opportunities to visit for remote staff.**



Hear from our people in their own words about why they love working at The Reader:

"If you're looking for an employer who cares about you and your wellbeing then it's the right place."

We are extremely invested in the wellbeing of our people, particularly when it comes to mental health and vulnerability.

"There is always a very open dialogue with regards to new roles. I was encouraged to go for another role if it was out there. I was allowed to develop as I could and make my own decisions."

We are hugely supportive of career development and proactively provide opportunities for our people to develop and grow. We offer lots of different progression paths, including into other roles and departments.

"When I'm having a bad day I tell myself that I'm helping support the people who deliver those Shared Reading groups."

We are mission driven and values led. We offer company wide annual 'Think Days' where we all get together to enjoy Shared Reading.

OUR VALUES

Our values reflect and shape our behaviour and guide our volunteers, staff, trustees and supporters as we work together to bring people together and books to life.



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.



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

APPLICATION PROCESS

"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."



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. Where necessary and appropriate for the role, a relevant DBS check will be undertaken as part of the onboarding process.

How to apply

Visit thereader.org.uk/jobs to download an application form. Once completed, please send to laurakershaw@thereader.org.uk. Unfortunately, if we receive a high volume of applications, we may not be able to reply to everyone individually.

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.

Selection process

If successful at shortlisting, you will be invited to interview. There may be an informal stage for some roles, for other roles we may also ask you to complete a task ahead of or at the interview, and for some roles we will hold a second stage interview. We will keep you informed of our expectations during the process. We will provide all interview questions in advance.

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.

DEVELOPMENT COORDINATOR

HOURS/FTE: 21 hours per week / 0.6 FTE - flexible timings to be agreed with successful candidate

REPORTS TO: Development Manager

BASED: Calderstones Park, Liverpool, L18 3JB

CONTRACT: Maternity Cover (Fixed Term from 1st May 2024 - 30th April 2025)

SALARY: £23,175 per annum

CLOSING DATE: 9am, Monday 22nd April

About the Role and Key Responsibilities

This post sits in the Development Team, which is responsible for delivering income to sustain and grow The Reader's work and developing the relationships that can help make that work happen. You'll be working in a small, fast-paced team that needs to be flexible to opportunities as they arise. This role will work across income streams, developing funding bids, cultivating and stewarding funders and partners and actively supporting the work of the Development Managers.

What else can we offer you?

- Flexible Working Options including home working.
- A chance to personally experience the wellbeing benefits of Shared Reading – we do lots of reading in the workplace and you'll have the opportunity to visit our community groups and train in Shared Reading if you'd like to lead one yourself
- Generous holiday entitlement.
- Beautiful Head Office location at Calderstones Mansion House, in the middle of Calderstones Park. Here you can benefit from walking meetings in one of Liverpool's largest parks and staff discounts in our café and ice cream parlour.
- Great colleagues – you'll be working with a whole range of supportive, creative colleagues who bring insight into our digital products and their users.

Key Responsibilities

Knowledge and Skills

- To shape service delivery models and assemble appropriate and accurate budgets and project plans in collaboration with wider teams
- To shape, design and write high quality and compelling bids and proposals to secure funding for a range of audiences, including from Trusts and Foundations, public sector organisations through contracts or commissions and in the development of packages for potential partner organisations
- To shape, design and write high quality, well-informed funder reports, using information drawn from across the organisation and including both qualitative and quantitative data
- To support the team to put together draft, project-specific budgets for sign off where appropriate or required

Initiative and Problem Solving

- To lead the team to respond quickly and efficiently to matters relating to lead responsibilities, including making decisions that impact high level funder relationships (e.g., Arts Council England) and large and growing areas of work (e.g., Children and Young People)
- To support the team in responding quickly and efficiently to reactive funding opportunities, designing budgets and bespoke proposals where required.
- To work closely with the Head of Development to redesign income tracking and reporting processes, to ensure consistency in costing approach and to input Development insights into strategic discussion

Team Working and Collaboration

- Support the work of the Development Managers, helping to develop multi-year trust applications, large public-sector commissions and proposals for grant donors - by providing research, content drafting or information gathering assistance
- Conduct regular horizon scanning to spot opportunities for profile raising with key influencers or funders. Support Directors and Development team to secure opportunities to meet with key influencers or to engage in key events.
- Support the team to refine internal processes, by participating in ongoing consultation, testing and review

Decision Making and Freedom to Act

- To manage and lead on Development related decision making with regard the Children and Young People area of work, which is of significant contract value. Including managing the Development team's relationship with the CYP team; coordinating monthly meetings; maintaining an understanding of projects, plans and fundraising needs; deciding on and building project budgets; identifying funders; packaging, developing and writing fundraising bids including budgets for funders; building products and drafting quotes for commissioners; managing commissioning contracts; drafting quarterly reports for this area of work for the Board

- To manage the Development Team's internal relationship with the People and Partnerships team, coordinating monthly meetings, maintaining an understanding of their ongoing fundraising requirements, drafting relevant project budgets, keeping in the loop with commissioned contracts, drafting re-commissioning contracts
- Working closely with the Head of Monitoring & Evaluation and across the organisation to manage the successful completion of annual and interim reporting to Arts Council England, as a National Portfolio Organisation – this requires effective managing up to support and steer senior managers across the organisation in order to fulfil the requirements of this contract
- To lead on decision making in relation to significant bodies of work (e.g., Development / CYP relationship and funding stream, and significant funders (e.g., Arts Council England) - these are both high value areas for the organisation.

Communication

- Support the stewardship and reporting for major funders, ensuring that we continue to maintain and develop strong relationships with our key partners and funders. This includes timely updates, maintaining ongoing communication tailored to funder preferences and seeking opportunity for relationship building and providing insight into the funded work
- To input into briefs for the Communications team to identify promotional opportunities related to funded areas of activity, liaising with the funder to ensure all permissions are secured
- 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
- Coordinate key contracts of work, being clear on funder expectations and communicating those to others by preparing agendas for staff meetings, providing further briefs where required whilst ensuring teams are operating in accordance with funder requirements

Liaison and Networking

- Conduct meetings with funders or key partners, pitch new ideas, respond to funder queries or requests, clarify requirements or terms of agreement where changes may occur.
- Work with both the Events team and the Communications Team to support and deliver engagement and cultivation events for current and prospective funders and partners. This may include being an ambassador for the organisation at both internal or external networking or engagement events.

Planning and Organising

- Proactively identify and research prospective funders and partners to drive pipeline growth, qualify leads and prioritise and appropriately respond to opportunities as they arise.

- Support the implementation of the development and partnership pipeline, ensuring that information is kept up to date and actions completed
- To keep up to date records on the CRM and record all arising actions
- To contribute to the writing of quarterly board reports, providing updates on progress towards funding targets, work completed and work underway

People Management and Leadership

- Prioritise and manage the work of senior leaders as part of the management of significant funder relationships (e.g., Arts Council England) and significant bodies of work for the Development team (e.g., strategic NHS Trust commissions and Shared Prosperity Fund bids (central pillar of the Government's Levelling Up agenda)

Other

- To undertake other reasonable duties as directed by the Head of Development and as the Department's work develops and new needs emerge
- Any other duties commensurate with the grade, including taking part in, or leading a Shared Reading group

Person Specification

- Strong verbal and written communication skills.
- Strong organisational skills and attention to detail.
- Ability to manage conflicting priorities.
- A team player with a positive and flexible attitude with a willingness and ability to learn on the job and work collaboratively with colleagues.
- An effective influencer and negotiator with a demonstrable ability to sell concepts in a clear and engaging way.
- Strong IT skills with experience of or willingness to be trained on our CRM system and ability to process data and run reports.
- Highly motivated with the ability to work independently and use initiative.
- Experience of researching, collating and presenting information in a clear format.
- Experience of working in either a fundraising, account management, business development or marketing/sales role.
- Experience of working for a voluntary, arts or social enterprise role.
- Be able to demonstrate an understanding of the wider work of The Reader.

Find Out More

Visit our website

For the latest opportunities and news, along with ways you can get support the Reading Revolution and details of where to find a Shared Reading group, visit thereader.org.uk

Follow us on social media

Follow @thereaderorg on Facebook, Twitter and Instagram for all the latest updates.

Drop into a group

Experience the joy of reading aloud together in a Shared Reading group - for free and for everyone. Visit the website or call 0151 729 2200 to find a group near you.

Tune into The Reader podcast

Discover what our Reading Revolution is all about and help spread the word. Listen on Spotify or Apple.



Find us @thereaderorg



The Reader is supported by:



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

