**Volunteer Role Description**

**Shared Reading Organiser**

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| **Purpose** | To coordinate a shared reading project in your local area, supporting up to 10 Reader Leader Volunteers to deliver shared reading groups that   * Improve wellbeing * Build community * Reduce social isolation |
| **Key activities** | Shared Reading Organisers are a new role at The Reader that we believe will underpin the national growth of Shared Reading across the UK. Dedicated to making projects grow and become sustainable on a local level, Shared Reading Organisers will be responsible for supporting and developing a shared reading project in your local area.  Activities may include:   * Helping to bring Shared Reading to those who need it most, shaping a shared reading programme that has real impact in your community * Identifying potential Reader Leaders in your community and encouraging them to apply to The Reader’s training and support programme * Being a point of contact for Reader Leaders in your area * Organising peer-to-peer support meetings and events * Coordinating local events aimed at building a reading community/ recruiting new group members * Liaising with The Reader and Library Services to ensure monitoring and evaluation support is given to your project, as required * Feeding back about additional training and support requirements required within the project |
| **What you will get out of it** | * An opportunity to become part of the shared reading community and to develop this pioneering role integral to the national growth of shared reading * Gain first-hand experience of working with an award winning nationally recognised social enterprise * Enabling people to benefit from shared reading * Training that will enable you to coordinate shared reading in your local area * Opportunities for you to enrich the lives of other people * Regular and ongoing support from a friendly and supportive team * New networks and social connections * Utilise and/or develop a range of personal and professional skills – communication, leadership, creativity, problem solving, organisation and team work |
| **What we expect from you** | * Able to volunteer under the supervision and support of The Reader and local Library Service * Reliability and flexibility * Good organisational, time management and interpersonal skills * Patience with those who are unable to communicate clearly and/or are less confident * Able to ask for help when needed * Have a warm, calm and friendly manner that reflects The Reader’s ethos and values * Able to problem solve in relation to particular concerns or difficulties raised by Reader Leaders * Ability to remain resilient and show compassion to members of the community * Have a responsible approach to health and safety |
| **Commitment** | Time commitment per week: 4-8 hours (this is a pilot role with potential variations, so time may be varied)  Length of role: minimum six months to ensure continuity and consistency for group members |
| **Location** | Bristol/South Gloucestershire/Wiltshire  Bournemouth/Poole/Dorset  *(delete as appropriate)* |
| **Skills/experiences/personal qualities required** | You must be able to:   * Appreciate, engage with and enjoy good literature * Show an understanding of what *quality* shared reading looks like and what might be needed to help improve practice * Attend or deliver a shared reading group * Manage group dynamics * Be with people in an open and kind way * Facilitate meaningful conversation between peers * Commit to working within the unique ethos and values of The Reader * Be willing to take on a challenge and have a creative approach to problem solving * Be sensitive and patient with people’s needs * Commit to ongoing opportunities to develop your practice * Work according to all volunteer policies and procedure * Work independently * Attention to detail |
| **DBS required?** | A DBS is required for this role. A criminal record does not necessarily disqualify a person from volunteering with us. |
| **Application Process** | The Reader has a strong track record in delivering high quality services. Making sure that we have the right people in the right roles is an organisational priority and extends to our volunteering community. As part of the recruitment process for this role we’ll invite you to a shared reading group/information session, to complete an application form and attend a one-to-one meeting. We’ll also request references. As we would with any role, paid or unpaid, we will talk to you openly about any reservations we identify that result in our decision not to offer you this opportunity. |
| **Support and Supervision** | Sammy Weaver – Bristol/South Gloucestershire/Wiltshire : 07812 238532  Emma Crago - Bournemouth/Poole/Dorset : 07970 247410  *(Delete as appropriate)*  *Local Library contact if applicable* |
| **Training required** | Induction and training sessions will be provided and must be completed before starting the placement. The training will compromise two full days followed by two half day sessions throughout the first six months of your project setting up. |
| **Volunteer expenses** | Travel expenses will be provided as per volunteer expenses policy. |
| **Further information** | For further information, please contact:  Sammy Weaver - Bristol/South Gloucestershire/Wiltshire: 07812 238532  Emma Crago - Bournemouth/Poole/Dorset : 07970 247410  Local Library contact  *(Delete as appropriate)* |