

## Regional Adviser – South West England

### 1. Instructions

Here is the link to the online [Application Form](#) which must be completed.

The online application form asks for details of how your skills and experience meet the criteria for this post. The template below is provided should you wish to prepare your answers in advance, which you can then copy and paste into the online application form.

(Please download and save this document before using it.)

### 2. Application Questions Template

#### Person specification

##### Essential:

- At least two years' experience of supporting volunteers in an employed capacity
- Experience of running meetings and delivering presentations
- Excellent attention to detail, including a good level of written English
- Excellent verbal communications skills, including demonstrable ability to communicate complex and nuanced issues
- Competence in operating Microsoft Office programmes, plus willingness to learn new IT skills when necessary
- Capacity to work flexibly during the week, at least to respond to email regularly



- A commitment to work collaboratively with Read Easy staff and volunteers, and to communicate regularly and effectively to achieve the aims of the role
- Excellent interpersonal skills and ability to empathise
- Ability to work on own initiative and as part of a team
- Own car and willingness to travel by public transport as necessary
- Respect for our commitment to continually develop our EDI plans
- Resilience, patience, and an ability to work cheerfully under pressure with a willingness to 'pitch in' as required in a small organisation

**Desirable:**

- Experience of supporting volunteer groups
- Experience of running training
- Experience of working in the field of adult literacy
- Experience of working remotely as part of a national organisation