

Regional Adviser Role Description & Person Specification (South West England)

*“It’s been a life-changing experience. Last week I read a book to my grandson.
I never read to my children because I couldn’t.”*

Peter, from Read Easy Poole

Read Easy is a volunteer organisation that delivers one-to-one reading coaching for adults who struggle with reading, through a network of affiliated, locally-run volunteer groups. The organisation has 76 affiliated groups working in different parts of the country, 14 based in the South West. Read Easy UK is the umbrella organisation and registered charity that supports this network of affiliated groups and provides the structure, training and support to enable volunteers to establish groups in new areas.

The charity operates from a small central office in North Gloucestershire. More information about Read Easy can be found on our website at: www.readeasy.org.uk.

Role purpose

The role of the Regional Adviser is to provide our volunteers with the support they need to deliver Read Easy’s service with consistently high-quality, and to ensure a positive and worthwhile experience for new readers and their volunteers alike. This is a part-time (15 hours per week), home-based post requiring flexibility, occasional travel within the region to visit groups, and some early evening and weekend working.

Roles and responsibilities

With established groups:

- Maintain regular contact with local Management Team Leaders and their Coordinators to provide support and advice on an ongoing basis. This will include meeting up at least once a year for an Annual Review with the Team Leader of each group to learn what issues groups are currently facing.
- Use this involvement to help solve problems and develop strategies to ensure a high-quality experience for both readers and volunteers in all groups.
- Facilitate an in person annual Regional Forum for your volunteers.
- Host online video forums and induction sessions for your volunteers.
- Participate in interviews for new Team Leaders
- Work with smaller groups of volunteers to encourage collaboration and merger
- Deliver occasional Management Team & Coordinator refresher training



Support for new groups

- Attend each group's Affiliation Meeting and advise groups on the appointment of Coordinators.
- Participate in interview panels for appointing new Coordinators.
- Organise and deliver Management Team and Coordinator Training.
- Provide continuing support and guidance as the Management Team sets up the new group.

Pioneer recruitment:

- Network with other organisations and publicise Read Easy's work in targeted areas across the region (as agreed with your line manager in line with Read Easy's strategic plan), to find volunteers to 'Pioneer' for one new group each year.
- Be the first point of contact for people interested in taking up the Pioneer role and manage the application process.
- Conduct interviews and presentations with the potential volunteers, signing up as appropriate and providing them with access to the Pioneer Handbook and other resources.
- Provide ongoing support and advice to Pioneers throughout the pioneering process.
- Help the Pioneer to run an information meeting, using an illustrated presentation about the work of the organisation, and help recruit volunteers to form a Management Team.

In relation to Read Easy UK:

- Work closely with your line manager to ensure that all advice and support provided is in line with Read Easy guidelines and ethos, seeking guidance and agreement where an approach has not previously been agreed.
- Work to help deliver REUK's Strategic Plan, and report on progress against this on a monthly basis through both written and verbal reports.
- Keep records of expenses, with receipts, and submit these to Read Easy UK on a monthly basis for payment (seeking prior agreement where appropriate).
- Attend meetings as required (usually quarterly) at Head Office in Gloucestershire, often involving an overnight stay.
- Attend online Regional Adviser Team meetings (usually monthly), to share ideas, discuss regional matters and contribute to the development of resources or solutions required to meet current local group needs.

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 check 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&B 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

Competencies:

- Teamwork: co-operates and works effectively with others in the pursuit of common goals.
- Personal Responsibility: knowing and managing one's own emotions, strengths, weaknesses, passions, interests, and values.
- Communication: effectively presenting thoughts and ideas in a clear, concise, and readily understood manner. Listens to and acknowledges others' perspectives and views.
- Problem solving: systematically investigating, studying, or otherwise breaking down a problem using logical reasoning and drawing accurate and appropriate conclusions.
- Planning and Organising: sets clear and realistic objectives for work plans and programmes. Monitors performance against objectives.
- Influencing: able to influence attitudes and opinions of others and gain agreement to proposals, plans and ideas. Skilful at negotiating.
- Equality and Diversity: values differences in gender, culture, opinions, values, perspectives, ideas, skills, and experiences.

Induction and training

The successful candidate will receive an initial induction online/at Head Office with a three-month induction period with on-the-job training as required (including with running training). There will also be the opportunity to learn from the experience of other Regional Advisers, including during Team Meetings, both through video conferencing and in person. During the first year, reviews will be held at 3 months, 6 months and one year, and then annually thereafter. The first six months will be a probationary period.



Salary & Benefits

- Salary up to £11,682 based on 15 hours per week (Full time equivalent salary £29,205)
- 25 days holiday plus bank holidays and Christmas closing and 2 days volunteering leave – all calculated pro-rata based on full time equivalent of 37.5 hours per week
- Company sick pay to financially support you when you are unwell (above statutory upon completion of probationary period)
- Support when extending your family – company parental and adoption pay (above statutory after 12 months service)
- Access to RewardHub – which gives retail discounts and has a ‘Wellbeing Centre’ with tools, tips, recipes, workout videos and guides which will help you to reach your own wellbeing goals
- Training and Development opportunities and resources – we are developing personal plans in this area to enhance employee experience and opportunity
- A collaborative, creative and inspiring working environment full of committed and passionate employees and inspirational volunteers

To apply

To apply, please download this [Application Template Regional Adviser - South West](#) to help you prepare your application. You will find the link to the online application form within the template.

We strive to ensure our recruitment practices are fair, open, easy to access and as inclusive as possible. We aim to recruit a team which broadly reflect the local communities which we serve; to work with and learn from each other to continually improve the service we deliver to our Readers. Our Equality, Diversity & Inclusion Group is actively promoting and advancing diversity and inclusion, ensuring a culture where everyone can be themselves and thrive. We welcome you to apply and be your authentic self.

If you need any support with your application please email recruitment@readeasy.org.uk.

The closing date for this post is 23:59 on Tuesday 2nd April 2024.

Should you be shortlisted, the first round of interviews will take place online on Monday 8th April with in-person interviews at our offices in North Gloucestershire on Wednesday 17th April in the afternoon.