

Regional Adviser - Central Region Role Description & Person Specification

"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

2.4 million adults cannot read or can barely read. This can have a serious impact on their confidence and wellbeing, limiting access to training, employment, and everyday opportunities that many take for granted. It can also be isolating and even dangerous. Being unable to read as an adult reinforces social inequality, restricts economic growth, and worsens intergenerational disadvantage.

Read Easy UK is a registered charity and umbrella organisation that helps adults transform their lives by learning to read. It does this by supporting a growing network of locally run, volunteer-led groups that offer free, confidential, one-to-one reading coaching—both in person and online.

Currently, there are 80 affiliated groups across the country, including 29 in the Central Region. Read Easy UK provides these groups with the structure, training, and the ongoing support they need to thrive—and helps volunteers establish new groups in areas where support is still needed.

More information about Read Easy, which operates remotely can be found on our website at: www.readeasy.org.uk.

Role purpose

The role of the Regional Adviser is to provide strategic leadership, guidance, and oversight to ensure that all volunteer groups consistently deliver high-quality services aligned with Read Easy UK's strategy.

This role is focused on supporting local volunteer leaders, strengthening group performance, and fostering collaboration across affiliated groups, so that that they deliver coaching to Readers with consistent quality, and a positive and worthwhile experience is had by new Readers and volunteers.

This is a home-based post requiring flexibility, some early evening working and occasional travel to visit groups. The role is available on either a full or part time basis (min 32 hours p/w, 85% of 37.5 hours p/w FTE).

Key Responsibilities

Strategic Oversight of Established Groups

- Work closely with all volunteer group leaders to embed national strategic priorities into local delivery plans and activities.
- Maintain monthly contact with local Management Team Leaders to provide ongoing leadership support to ensure each group operates in line with Read Easy's values, goals, and strategic priorities.



- Conduct Annual Reviews with each Team Leader to evaluate progress, address challenges, and strengthen alignment with the central strategy, using insights gathered to shape local group development plans and support continuous improvement.
- Facilitate an annual in-person Regional Forum, and bi-monthly online forums for volunteer leaders to provide updates and encouragement, enable peer support, share good practice, strengthen collaboration, and inspire engagement.
- Host occasional role specific National Online Forums to facilitate sharing of good practice, enable peer support and inspire engagement.
- Guide groups in developing local plans that support national objectives, including responsible growth within counties where appropriate.
- Deliver targeted refresher training for Management Teams and Coordinators as needed, to ensure high standards of delivery.
- Ensure that the volunteer experience remains high quality, sustainable, and strategically impactful.
- Support local Management Teams in identifying and developing potential future volunteer Team Leaders, promoting sustainability and succession planning within each group.
- Participate in the recruitment processes and appointment of new Team Leaders, to ensure strong leadership within local groups.
- Ensure that all groups understand, follow and are compliant with Read Easy's Safeguarding and Volunteer policies
- Ensure groups provide timely data and feedback to contribute to Read Easy's national reporting, monitoring, and evaluation processes.

Strategic Support for New Groups

- Recruit Pioneers to launch three new groups in the Central Region, over time, in line with REUK's strategic priorities as agreed with your line manager.)
- Provide high-level support and advice to new and existing Pioneers throughout the pioneering process
- Participate in recruitment of Management Team Leaders, first few Management Team members and first Coordinators. . .
- Ensure new groups receive structured onboarding and are fully aligned with the organisation's strategy and operational model.

In relation to Read Easy UK:

- Work closely with your line manager to ensure that all advice and support provided to volunteer groups aligns with Read Easy UK's guidelines ethos, and agreed approaches. Where new or exceptional situations arise, seeking guidance and approval to maintain consistency and quality. Take ownership for contributing to the delivery of Read Easy UK's Strategic Plan, providing regular updates on progress through structured monthly written and verbal reports.
- Host quarterly national 'Reader Voice' online events to gather meaningful feedback and insights from Readers, producing reports that ensure their voices are heard and actively shape both local and national planning.



- Maintain accurate financial records, including receipts for all expenses, and submit monthly claims in accordance with Read Easy UK's procedures, securing prior approval for any exceptional items.
- Participate fully in Read Easy UK team life, attending 2–3 in-person team gatherings annually to strengthen team cohesion, share learning, and contribute to organisational development.
- Engage actively in monthly online Regional Adviser Team meetings, contributing constructively to peer learning, collaborative problem-solving, and the ongoing refinement of regional strategies.
- Contribute to the creation and refinement of national resources to meet the evolving needs of local groups, ensuring that materials remain relevant, practical, and aligned with strategic priorities.
- Perform other duties as requested that are reasonable, and relevant to the role, to support the effective operation and success of the team and Read Easy UK

Person specification

Essential:

- At least two years' experience of supporting volunteers **in an employed capacity**, ideally in a leadership, advisory, management or developmental role.
- Excellent verbal communications skills, including demonstrable ability to communicate complex and nuanced issues
- Strong IT competence, including proficiency in Microsoft Office and the ability and willingness to learn new systems as required.
- Proven experience in facilitating meetings and delivering presentations to individuals and groups, both online and in person.
- Ability to work flexibly and independently, including regularly managing email and online communications throughout the week.
- Excellent written English with a keen attention to detail and a good level of written English
- Strong commitment to collaborative working, with both staff colleagues and volunteers, maintaining regular and purposeful communication.
- Excellent interpersonal skills, with a demonstrated ability to empathise, motivate, and positively engage with others.
- Ability to lead, make decisions, and work effectively both independently and as part of a dispersed team.
- Commitment to Equality, Diversity, Inclusion, and Belonging (EDI&B), including a willingness to actively contribute to Read Easy's ongoing development in this area.
- Resilience, patience, and an ability to work cheerfully under pressure with a willingness to 'pitch in' as required in a small organisation.
- Willingness to travel by public transport as necessary
- Driving license and access to a car for travel where public transport is not a viable option



- Applicants must have the right to work in the UK
- Applicants must live within one of the following areas: West Midlands (Defined as the 7 metropolitan boroughs of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall, and Wolverhampton), Warwickshire, Oxfordshire, Berkshire, Buckinghamshire, Hertfordshire, Bedfordshire, Northamptonshire, Leicestershire or Rutland

Desirable:

- Access to use of a car for travel to meetings where public transport is not an option.
- Experience of supporting, advising, or developing volunteer-led **groups**.
- Experience of designing or delivering training sessions or workshops.
- Experience of working in the field of adult literacy, education, or community learning.
- Experience of working remotely within a national or regionally dispersed team.

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 and actively promotes diversity of thought, experience, and identity.

Induction and training

The successful candidate will receive a comprehensive online induction over 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

- Annual Salary £25,075 (85% FTE, 32h per week) - £29,500 (Full time 37.5h per week)
- 25 days holiday plus bank holidays and Christmas closing (up to 3 days) and 2 days volunteering leave – pro-rata for part time roles
- 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 - Central England](#) 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 reflects the local communities we serve; to work with and learn from each other to continually improve the service we deliver to our Readers. Our Equality, Diversity Inclusion & Belonging 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.

When applying for a job with us, if an applicant has a disability covered by the definition outlined within the Equality Act 2010 and can show that they meet the ‘essential criteria’ described in the person specification for the role being applied for, they are guaranteed an interview for the job for which they are applying through our Disability Confident scheme.

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

The closing date for this post is 10:00 Tuesday 15th July 2025.

Should you be shortlisted, the first round of interviews will take place online on Wednesday 23rd July, with in-person interviews, being held in Gloucestershire or the West Midlands, on Tuesday 29th July 2025.

The successful candidate will be invited to meet the team on 31st July in Birmingham, should they be able to do so.