

Greenhill & Lowedges Coordinator Role Description

“Today, when I introduced a new Reader to her newly-trained Coach, she revealed that she hadn’t slept since Thursday because she’d been so excited about being given another chance to learn! I’ve just returned home from this introduction having watched both of them laughing at stories of their own ineptitude in various aspects of life. They are both so excited. This is the loveliest thing about being a Coordinator!”

Read Easy groups are changing the lives of individual adults across the country by providing them with the support they need to learn to read. In so doing, they are opening doors for them to all sorts of new opportunities in life.

Read Easy provides free, confidential, one to-one reading coaching for adults who struggle with reading, through a network of volunteer groups. For more details about the organisation, please see the Read Easy website: www.readeasy.org.uk

Outline of the Greenhill & Lowedges Coordinator role

The Greenhill & Lowedges Coordinator is the first point of contact for those who want to learn to read. Using a simple assessment, the Coordinator will explain to a potential new ‘Reader’ how Read Easy may be able to help them.

The Coordinator pairs up new Coaches with those who want to learn to read – our ‘Readers’ - and provides ongoing support to these reading pairs. They visit their reading sessions occasionally and maintain support through regular calls with both Reader and Coach to check all is going well, calling on the group’s Literacy Specialist to respond to any literacy related difficulties a pair may be having.



Being a Coordinator is very flexible and the time required for the role will vary on a weekly basis. (The actual amount of time required will be related to the number of reading pairs the Coordinator is responsible for monitoring. We expect this will be around 6 hours per week initially, reducing to 3 hours per week when the Readers are set up with their Coaches). The role provides lots of variety, is home-based and can work well around other commitments.

Greenhill & Lowedges Project

Read Easy Sheffield is working with Greenhill & Lowedges libraries to deliver a reading project to local adults, and our Greenhill & Lowedges Coordinator will support 12 reading pairs to undertake coaching in the libraries. The Greenhill & Lowedges coordinator will support readers on this project, working with Read Easy Sheffield and with staff at the libraries to help local readers access one-to-one coaching. This is an exciting opportunity to support the local community through a dedicated project. We will aim to have our Readers set



up with their Coaches by Autumn 2022 and we expect the project to run for a minimum of 12 months.

Resources, guidance and support

You will be provided with the Coordinator Handbook, training, induction, policies, resources and guidance specifically needed for this role, including access to support from a Read Easy UK Regional Adviser. In addition, the Team Leader will meet regularly with you to understand more of the detail of what is going on and to provide support where necessary. You will also be invited to Read Easy UK's volunteer forums and annual conference which give volunteers an opportunity for networking with those from other groups. You will also have a contact at Greenhill & Lowedges libraries who will liaise with you on the project.

Responsibilities

- Help interview new Coaches when recruited and shortlisted by the Volunteer Recruiter.
- Enrol and assess new Greenhill & Lowedges Readers, using the resources provided.
- Match Readers with Coaches, make introductions, and help them organise their reading sessions which will take place in either Greenhill library or Lowedges library.
- Visit your reading pairs to monitor progress and provide support if required, presenting certificates on occasion.
- Work collaboratively with any other Coordinators in the group, with the Read Easy Management team and with Greenhill & Lowedges libraries.
- Contribute to Coach meetings (typically every 8 weeks) run jointly by the Management Team, Literacy Specialist and Coordinator, where volunteers discuss their experiences and receive further support.
- Keep records, provide the Management Team with written reports and submit expenses for payment regularly.

Personal qualities and experience

- Strong personal literacy, so that you can confidently guide others and a willingness to become fully familiar with the principles of phonics and the contents and methods of the Turning Pages coaching manuals.
- Good communication and people skills, with a commitment to maintaining confidentiality. Self-awareness and the ability to maintain a professional approach.
- Strong organisational, time management and record keeping skills.
- Reasonable confidence in using IT.
- An open attitude that encourages two-way communication and willingness to ask for support from the Team Leader or Literacy Specialist when necessary.
- The ability to use initiative and to work well as part of a team.
- A strong commitment to improving the lives of the people Read Easy works with in the Greenhill and Lowedges areas.
- A non-judgemental attitude and respect for others, with a commitment to equality and diversity, so that you can make everyone feel valued and included.



- A willingness to abide by Read Easy policies and procedures.
- Energy and enthusiasm with availability to undertake some volunteering time during business hours.

Prospective Coordinators can discuss their availability with the Management Team. The Greenhill & Lowedges project will have 12 reading pairs, and we expect the Coordinator will need 6 hours per week initially, reducing to 3 hours per week when the Readers have been set up with their Coaches.

Coordinators are invited to attend most Management Team meetings. These are typically every 6-8 weeks, either in person or remotely over Zoom.

Why volunteer?

By helping people to tackle their reading difficulties, Read Easy enables people to become more independent, improve their employment opportunities, support their family's reading and begin to explore many other opportunities. Above all, our Readers experience remarkable improvements in their confidence and self-esteem.

"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

Witnessing these transformations are one of your greatest rewards as Coordinator.

Apply

If you think you can offer the time, skills and experience that we are looking for and would be interested in taking up this role, often described as 'the best role in Read Easy' because it is so rewarding, please contact Catherine at Greenhill & Lowedges Libraries, catherine@greenhill-library.org and the Read Easy Sheffield team at sheffieldrecruiter@readeasy.org.uk.

We look forward to hearing from you.