



CO-ORDINATOR of VOLUNTEERS and SCHOOLS

BASSETLAW PROJECT

£24,050 per annum FTE

Literacy Volunteers is looking to appoint a new Volunteer/Schools Co-ordinator (“VSC”) to recruit and support Volunteers in the Worksop and Retford areas of Nottinghamshire. The post is **part time (12 hours per week)** and term time only and is funded for one year. This post may become permanent depending on income and funding.

Literacy Volunteers is an independent, registered charity based in Nottingham that enriches children’s lives by assisting with their literacy, communication and social skills.

Founded in 1996, we have built strong partnerships with local Nottinghamshire and Derbyshire schools and community groups and have a thriving Volunteer workforce who dedicate half a day every week to read with children in schools. We also work with families with pre-school aged children through our Early Years programme, Learning to Love Books.

You will be principally home based, located within easy reach of the Worksop and Retford areas for visits to local schools, and you will also be required to travel to the Literacy Volunteers office at Woodthorpe Grange, Nottingham (estimated average 4 visits per term).

A car and a full driving licence is necessary for this role plus.

You will be part of a supportive and hardworking team and will report to the School Team Lead as well as working closely with the other VSCs.

Our amazing Volunteers are the backbone of the charity and give their time to change children’s lives. Your role will be to recruit new Volunteers and schools, support Volunteers and ensure they get the best from their role. Supported and appreciated Volunteers are then able to bring the joy of reading to the children during positive, fun sessions, sharing reading, talking and playing fun literacy games.

Do you have:

- Extensive knowledge of Bassetlaw, especially the towns and areas around Worksop and Retford?
- Experience or knowledge of primary aged children, especially in the areas of literacy?
- Understanding or experience of the voluntary/charity/community sector?
- Experience of building positive professional relationships, particularly in a supporting role?
- Experience of recruiting Volunteers?

Are you:

- Able to work on your own initiative independently but also know when to ask for help?
- Able to work as part of a team?
- Able to keep accurate records and have strong written and oral communication skills?
- Able to move equipment, such as boxes of books and games, with the aid of trolley that will be provided

You will:

- Work 12 hours per week, term time only, for 39 weeks plus 5 weeks paid holiday (to be taken during the school holidays)
- Be principally home based
- Be paid travel expenses for travel within the Bassetlaw project area and for authorised trips to the Literacy Volunteers office at Woodthorpe Grange
- Have travel time included in your hours for travel in the project area and for visits to the office

The salary is paid on a pro rata basis for 12 hours a week for 44 weeks per year (and includes 5 weeks paid holiday taken in school holidays). The salary is then paid in equal instalments across 12 months. This equates to £12.50 per hour or £550 per calendar month.

The role is funded for 1 year, with the hope to continue this role after the year but this is dependent on charity income.

The post requires an enhanced DBS check.

If you are interested in this post, please access the job application form, job description and person specification on our website www.literacyvolunteers.org.uk. If you have any questions, please email them to contact@literacyvolunteers.org.uk

The completed form needs to be returned by 15 July 2024

Interviews will be held at the:

Literacy Volunteers office, Woodthorpe Grange, Woodthorpe Drive, Nottingham, NG5 4HA