



# Read Easy

Helping adults learn to read

**To complete this document electronically, please download and save it to your device.**

**Reopen document in a PDF reader package e.g. Adobe.**

**This can be downloaded easily for free from:**

**<https://get.adobe.com/uk/reader/> (Please note: you do not need to take up a trial of Acrobat Pro).**

**Alternatively, you can print this document and complete it by hand.**

## Coordinator Application Form

We welcome applications from anyone who is interested in helping adults learn to read. We aim to recruit volunteers 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. We strive to ensure our recruitment practices are fair, open, easy to access and as inclusive as possible. We welcome you to apply and be your authentic self.

Once completed, please return this form by email to the person who emailed it to you, or if you wish to print and return by post, please contact them for an address, if not already provided. Please do not send it to the Read Easy UK central office.

### 1. Personal details

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name by which you are normally known (if different):  
\_\_\_\_\_

Preferred pronouns: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

Where did you first hear of Read Easy?  
  
\_\_\_\_\_



## General skills and experience

1) Please explain briefly why you are interested in volunteering with Read Easy.

2) What skills and experience would you bring to this volunteer support role?

3) Read Easy has established a collaborative approach to running its affiliated groups. Coordinators need to be able to work successfully with the Management Team, who as the trustees of the group, need to be kept up to date with all important issues that arise. Coordinators must be willing to ask for advice and support when necessary from their Management Team.

a) What appeals to you about this type of approach?

b) What do you think the challenges of working in this way might be?

c) Please give an example of any similar situation where this type of working has been necessary and how you have worked successfully with others to achieve a shared aim.



## IT Skills

	Yes	No
4) Do you have access to a computer or tablet that is connected to the internet?		
5) Are you familiar and comfortable with using the Microsoft Office suite for the following:		
a) Accessing and creating Word documents		
b) Accessing and updating Excel spreadsheets		
c) Sending and receiving emails, including attachments		
d) Teams video calls for meetings and interviews		
e) SharePoint or One Drive for sharing documents confidentially		
6) Do you have any other IT literacy skills that you would like to tell us about?		

## Availability

7) How many hours each week would you like to volunteer for Read Easy?
8) Please tell us about any other commitments that you have, paid or voluntary, and how you see this volunteer role fitting in with that?

**Please note:** All Read Easy volunteer roles are subject to Safer Recruitment procedures which include verification of identity and two references, and where eligible an Enhanced DBS Check (carried out in compliance with [DBS Code of Practice](#).)



## **Summary Privacy Notice for Potential Volunteers**

**(Appendix D to the Data Protection Policy)**

We value the crucial role that all our volunteers play in Read Easy's work and the trust you place in us by giving us your contact details and other personal information. All personal data is treated with appropriate levels of security in accordance with UK data protection laws and will only be used for the purposes of enabling us to carry out our work effectively.

If for any reason this application does not lead to you volunteering with Read Easy, we may retain your application form and any references we have taken up for a maximum of 6 months, so that we can contact you about any other opportunities that might be of interest to you during this period.

You have various rights in relation to your personal data, including to request copies from us of any data we hold about you, correct or delete such data, object to our processing, request us to provide it to a third party or withdraw consent you have given to our processing at any time.

To exercise these rights, or to view a copy of the full Privacy Notice for Volunteers and our Data Protection Policy, please contact the Data Protection Champion of the group to which you are applying. The individual volunteer who provided you with this application form will be able to provide you with these contact details if required.

You also have the right to complain to the Information Commissioner's Officer – the UK supervisory authority for data protection issues – should you wish to do so, though please do contact us first.