An introduction to Read Easy
for potential volunteers
(including short role descriptions)

Read Easy is a rapidly growing volunteer organisation, which provides free, confidential, one-to-one reading coaching for adults who struggle with reading, through a network of volunteer groups. Each volunteer group is legally and financially independent, but affiliated to Read Easy UK, a registered national charity, and is run by a local volunteer Management Team.

By helping people to tackle their reading difficulties, Read Easy also enables them to become more independent, move on to other forms of education if they wish, improve their employment opportunities, support their children's or grandchildren's reading and begin to explore many other opportunities in life as well. Above all, our Readers experience remarkable improvements in their confidence and self-esteem.

Read Easy's local groups provide rewarding volunteering opportunities for people who want to make a difference in their communities, while working alongside an interesting group of like-minded people. Finding the right people to form the Management Team is vital to the success of each group, as Team members need to be actively involved in the running of the project.

What's the role of the local Management Team as a whole?

The Management Team shares responsibility for ensuring that their group provides the best possible experience for those who come to them to improve their reading.

Many adults who have failed to learn to read as children will have suffered all their lives, not only from a sense of humiliation and a crippling sense of inadequacy, but also from an overwhelming fear that they will fail if they try again. This is why our confidential, one-to-one approach is so important. It is often the key to encouraging people to take the first step of asking for support, because they can 'have another go' without anyone knowing, working at their own pace, with the personal support and encouragement of their own dedicated Coach.

Our awareness of these fears and challenges is also the reason behind the very defined structure, roles and processes that Read Easy UK has developed for the running of its affiliated groups. They reflect the shared learning of our volunteers over the years about what is required to ensure that those who bravely come forward for reading support are not let down by an approach that doesn't work properly. Our structure, roles and processes have taken time to develop, and have been thoroughly endorsed by Read Easy's groups.

Typical comments from our volunteer Team Leaders include:

"The beauty about Read Easy UK is that it's a very well organised and structured charity to work for, with clear policies and information. We all know what we're doing – which is huge – and not the same in all volunteer organisations." and:

"I have been very impressed by the professionalism of both Read Easy's management and procedures - and so have many of the organisations I have had contact with. That is why they are so keen for us to support their clients."

To find out more about Read Easy, please visit our website at: www.readeasy.org.uk

Management Team roles

- **Team Leader**: to lead and manage the Management Team and its meetings, setting the agendas (with the administrator), taking overall responsibility for the running of the project, and being its spokesperson and the main point of contact with the Regional Adviser and Read Easy UK. The Team Leader also meets monthly with the Coordinator to develop an insight into the day-to-day issues associated with running the group and ensure that Coordinators are well supported, so that they in turn can support Readers and Coaches.

- **Coordinator Supporter** (*optional*): a crucial role to assist the Team Leader as the main point of contact for Coordinators in larger groups that have more than one Coordinator.

- **Deputy Team Leader** (*optional*): to lead in the absence of the Team Leader and support them in other ways where helpful.

- **Administrator (Secretary)**: to be responsible for record keeping, internal and external communications by agreement with the Team Leader.

- **Treasurer**: to keep accurate and up-to-date financial records and end of year accounts, ensure that the money and property of the group are properly managed.

- **Data Protection Champion**: to ensure that the group looks after data appropriately,

- **Fundraiser**: to take responsibility for ensuring the group raises the funds it needs, through applications to local grant givers and other activities, if necessary.

- **IT Supporter**: someone with strong IT skills who can advise and support the team on all IT related topics including setting up Microsoft accounts, accessing their email on their various devices and supporting Coaches using IT to deliver remote coaching

- **Literacy Specialist**: to provide literacy advice to Coordinator; to visit reading pairs to provide advice and guidance; look after the group's Resources Box and to be involved in running Coach Meetings.

- **Publicity Organiser**: to publicise your group using social media; acting as a 'reporter' for your group, taking photos and writing stories about your Readers and Coaches when appropriate; placing articles in local papers and displaying posters and leaflets.

- **Referrals Networker**: to make and maintain contact with all the key agencies in the area that may be able to refer readers.

- **Safeguarding Champion**: to be responsible for implementing the Safeguarding and DBS Checks Policies, supporting Volunteers and Readers, as necessary, within the scope of this role ensuring that training for all is kept up to date.

- **Venue Organiser**: to find reading venues; visiting them annually and checking their suitability in line with the Venue and Lone Worker Policy

- **Volunteer Recruiter**: to manage the recruitment process of all volunteers for the group, and interview volunteers with the Coordinator or Team Leader.

- **Reader Connector** (only required where groups provide remote reading coaching over a wider geographical area): to provide a vital local link for the Coordinator to ensure Readers make good progress, distributing publicity, building links with referral agencies and sourcing venues in your local area where readers can access IT equipment on behalf of your Management Team.