

## Coordinator Role Description (Voluntary role)

*“Today, when I introduced a new Reader to her Coach, she revealed that she hadn’t slept because she’d been so excited about being given another chance to learn! I’ve just returned home 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 provides free, confidential, one to-one reading coaching for adults who struggle with reading, through a network of volunteer groups. 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, and in turn opening doors for them to all sorts of new opportunities in life. You can read about the difference Read Easy makes [here](#) on our website.

### Outline of the Coordinator role

The 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 and provides ongoing support to these reading pairs. They visit 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 Read Easy Coordinator is very flexible. You decide how much time you have to offer, and this will determine the number of reading pairs you look after. The role provides lots of variety, is home-based and can work well around other commitments.

### How we will support you

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 Coordinator Supporter will meet with you regularly to provide support and find out how your Reading Pairs are getting on. You will be invited to Read Easy UK’s volunteer forums and National Conference which gives volunteers an opportunity for networking with those from other groups.

### What you will be doing:

- Help interview new Coaches when recruited and shortlisted by the Volunteer Recruiter.
- Enrol and assess new Readers, using the simple resources provided.
- Match Readers with Coaches, make introductions, and help them organise their reading sessions (which will take place in an approved venue or online).



- Visit your reading pairs to provide encouragement, presenting certificates on occasion.
- Work collaboratively with any other Coordinators in the group.
- Contribute to Coach meetings where volunteers discuss their experiences and receive further support. (Run by the Management Team typically every 8 weeks.)
- Attend Management Team meetings when invited, typically every 6-8 weeks either in person or remotely.
- Record progress of your reading pairs using resources provided, sharing these with the Management Team to keep them fully informed and submit expenses for payment regularly.

### The skills you will need:

- A passion for supporting others achieve either their reading or coaching goals;
- A willingness to become familiar with the methods of the phonics based Turning Pages coaching manuals, so that you can confidently guide others;
- Good communication and people skills, with a commitment to maintaining confidentiality. Strong organisational, time management and record keeping skills;
- Self-awareness, personal responsibility and a professional approach;
- Reasonable confidence in using IT (accessing documents, completing electronic forms and records, email, Teams/Zoom meetings);
- The ability to use initiative and willingness to work independently and as part of a team;
- A willingness to abide by Read Easy policies and procedures;
- An open attitude that encourages two-way communication and willingness to ask for support from the Management Team;
- 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;
- Energy and enthusiasm with an average of 2-3 hours a week to commit to the role.

### What's in it for you? You will:

- receive outstanding Reading Coach Training;
- meet and work collaboratively with new people, and
- be active and engaged, adding value to your local community.

*"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.

### Interested?

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 the person who sent you this role description.

**Please note:** All Read Easy volunteer roles are subject Safer Recruitment procedures which include verification of identity and two references. This role also requires an Enhanced without barring DBS Check (in line with [DBS Code of Practice](#))

To find out more about the organisation as a whole, visit our website at: [www.readeasy.org.uk](http://www.readeasy.org.uk)