

Role Description for Venue Organiser of a Read Easy Management Team

“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

Thank you for considering taking on the role of Venue Organiser with your local Read Easy Management Team. Local Read Easy groups are changing the lives of individual adults across the country as they provide them with the support they need to learn to read. Many of these adults thought in the past that their situation was hopeless and that they were destined to live limited and often isolated lives because of their reading difficulties. By supporting them to learn to read, Read Easy is opening doors for them to all sorts of new opportunities in life.

For local Read Easy groups to reach and support these individuals effectively, the role of the Venue Organiser is key in creating links with local organisations that can provide suitable venues for reading pairs to meet, for Coach Meetings, and for Coach training days.

Please see the role description for Management Team members to find out more about the structure and responsibilities of the Team, and visit our website at: www.readeasy.org.uk to find out more about the organisation as a whole. This role description is intended only to outline the specific responsibilities of the Venue Organiser.

Outline of Venue Organiser role

This role presents an opportunity to liaise with businesses and organisations in your local community to find and arrange suitable reading venues for your group. Reading venues must always be places where there is at least one other person in the building to ensure the safety and integrity of the reading sessions. At the same time, the venues must provide an element of confidentiality, so that Readers aren’t intimidated by having to return to classroom-like settings. Typical venues include local libraries, churches, businesses, other organisations.

Responsibilities

- Be familiar with the Venue & Lone Worker Policy and ensure all the group’s volunteers are aware of the importance of following the guidance.
- Find organisations and businesses willing to offer a room or suitable space on their premises for your reading pairs to use at certain times of the week when it is not in use.
- Visit the premises to meet the member of staff responsible for making this arrangement, check that the premises are suitable for Read Easy use and complete a Venue Agreement.
- Report on the venues arranged to the Management Team and gain their approval.
- Confirm the arrangements in writing with the venue provider.
- Keep an up-to-date record of venues and regularly review venue arrangements.
- Support the Team in finding and booking other venues for events, such as Coach Meetings, AGM and Training days.



Personal qualities and experience

- Ideally, experience of networking or the confidence to contact local organisations.
- Confidence to promote the work of Read Easy and to explain how each venue can support local people to improve their reading skills.
- Good communication and people skills.
- Ability to develop strong working relationships with local venue providers.

What is in it for you? You will:

- use and develop your skills for a specific purpose
- develop networking skills
- use your knowledge of the local area to liaise with a variety of organisations
- meet and work collaboratively with new people
- be active and engaged, adding value to your local community

Commitment to the role

This is a key role at the start of any new group to ensure there are sufficient venues for reading pairs and for training courses. Once a group is up and running you will manage the relationship between the venues and the group and source new venues as the group grows. You will be required to book venues for training.

The time commitment for this role once the group is established will be minimal, so it could be paired with another role such as Referrals Networker. It can also be shared with others, but you will take the lead. As a Management Team member, you will also be required to attend monthly/regular Management Team meetings.

Commitment from Read Easy

If you are joining a new group, you will be required to attend a day's training with the other Management Team members and the Coordinator from your Read Easy group, shortly after affiliation to Read Easy UK. The training will provide you with an opportunity to get to know the rest of the team, clarify roles and responsibilities and help plan activities to set up the group and achieve success. If you are joining an existing group, Read Easy UK provides suggestions for an induction process to ensure you are properly inducted into your role and provided with all the documentation and information you need about how the group is intended to run. Please ask about this induction process if you need to.

Ongoing support will be provided by your Regional Adviser, and by Head Office as and when required. You may also be invited to Regional Forums and you will be invited to attend the Annual Conference held in the autumn, where you will have the opportunity to meet with volunteers from other groups.

You will be provided with a Venue Organiser's Information Pack and a Management Team Handbook, which provides important information about your general responsibilities as a Management Team member and is designed to help your Team to run everything as smoothly and easily as possible. You will also be given access to further resources on the Read Easy website to assist you in your role.

Apply

If you would be interested in taking up this role, please contact: