**READ EASY BRISTOL**

**COORDINATOR APPLICATION FORM**

**Personal details**

Name: (Mr/Mrs/Ms/Miss)

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

Address:

Postcode:

Telephone number: Mobile:

Email:

Where did you first hear of Read Easy?

**Qualifications**

Please give us details of any qualifications you have or other training you have done with dates: (Please note that there is no requirement for specific qualifications for this role.)

**Employment & voluntary experience**

Please tell us about your previous work, paid or voluntary, including anything you are presently committed to with dates:

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| Please tell us of any unspent criminal convictions you have or if you are on probation. |

Becoming a Read Easy Coordinator can be a very worthwhile and rewarding experience, but it is a significant commitment, both in terms of time and energy, and a serious responsibility,as you will be managing a considerable number of people. We would therefore appreciate it if you would take some time to answer the following questions to help us to understand what you would be able to bring to the role and to help you to consider further what will be involved.

Please continue your answers on another sheet wherever necessary.

1) Tell us why you are interested in the role and provide evidence to show you have the skills and behaviours that are relevant to the role. Please refer to the personal skills and qualities in the Coordinator Role Description.

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2) The Coordinator role can require anything between 6 and 21 hours each week of your time. Describe how you will be able to commit the time necessary to fulfil the role. Please elaborate on how you see this role fitting into what you already do, and any challenges you foresee.

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3) Read Easy has established a very collaborative approach to running its local groups, and it will be important that the Coordinator is able to work successfully with the Management Committee, keeping them informed of all important issues that arise and feeling able to ask for advice and support when necessary. 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.

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4) Tell us about your IT literacy and what software/computer programs you are familiar with.

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Please give below the names and addresses of two people who would be willing to give you a reference – please make sure you ask them first. (They should have known you for at least 2 years, should be people of standing in the community and should not be members of your family.)

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| Name: Position/ Relationship:Address: Postcode:TelE mail | Name:Position/ Relationship:Address:Postcode:TelE mail |

Finally, please sign the declaration below.

I confirm that I have read the Co-ordinator Role Description and that the information I have given above is true.

Signed: Date:

Please write your name in block capitals:

**PLEASE RETURN THIS FORM BY POST OR EMAIL TO:**

Rica Newbery ricanewkem@gmail.com

Address: Failand House, Oxhouse Lane, Failand, Bristol,

Postcode: BS8 3SL

**Data Protection Notice for Potential Volunteers**

We will keep a record of the interest you have expressed in volunteering with Read Easy. However, information will be used solely for monitoring purposes and will be kept for a maximum of 14 months after our last contact with you. We will not pass on your details to third parties for their use.

To request a copy of our Data Protection Policy please ask the Chairperson of the

Management Committee. Alternatively, you can contact the Read Easy UK Data Protection Officer at Read Easy UK, The Old Post Office, Bell Lane, Blockley, Moreton-in-Marsh, Glos GL56 9BB.