**Volunteer Role Description**

Every Resident A Reader

Quadrant, The Silverlink North, Cobalt Business Park,

North Tyneside, NE27 0BY

**Tel: 0345 2000 101**

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**Introduction:**

North Tyneside Council (the Authority) wishes to support an increase in community action through volunteering and recognises the benefits of this for volunteers, our services and the community as a whole. The council values the involvement of volunteers in our activities as they help to reflect the interests, needs and resources of the community we serve and bring a unique perspective to all our work.

**Role title:**

Volunteer Reading Support Worker

**What’s involved?**

* This is a Covid-19 Recovery funded project to support adults in North Tyneside with low literacy skills. The aim is to support residents to be able to read and understand health-related documents, develop skills for reading for pleasure and support their children’s reading.
* All necessary training is offered and supervised through North Tyneside Education.
* Volunteers will be trained to work one-to-one with residents using a variety of strategies to support reading. Vital to the success of the project will be the inter-personal skills a volunteer can offer to build trust, confidence and motivation for reading.
* Sessions will take place in public spaces such as cafés and libraries which are risk-assessed with due consideration for safe-guarding of both parties.
* The role is unpaid and is not a contractual arrangement.

**Support and Supervision:**

Training and supervision will be provided by the project organiser, Kerry Clegg (North Tyneside Education adviser specialising in reading). There will be an initial 2-hour training session followed up with contact via email or telephone with support sessions available. Access is given to the ERAR website where all policies are stored. In addition, the website gives up-to-date advice and support for all volunteers in the project.

**Suggested Time Commitments:**

Timing and duration of sessions is flexible and dependent on the volunteer and resident. It is suggested meeting at least one hour a week for approximately 10 weeks would be most effective. Attendance at the initial training session is mandatory.

**Location:**

Initial training session to be held at *Meadow Well-Connected* 10-12am on Wednesday, 9th February. Further dates will be offered periodically. Session venues to be agreed between volunteer, resident and project organiser but must be in public places such as cafes and libraries. Reasonable travel expenses incurred will be reimbursed.

**Requirements of the role:**

Volunteers don’t need any special qualifications in teaching for this role. Desirable qualities would be good inter-personal skills to put residents at ease, gaining trust to build confidence and motivation in reading. Flexibility to respond to residents varying needs and circumstances is essential. Support and training will cover suggested content and structure but equally each case will be different, and volunteers will need to adapt and be inventive accordingly. Valid DBS checks are required, and support can be given to access this. Successful candidates will be asked to provide two references.

**What’s in it for you?**

The opportunity to meet and support North Tyneside residents with stories to tell but who just need a bit of support with reading. This could take the form of scribing and reading their own stories. Opening up the vast opportunities for reading and other activities available in North Tyneside libraries. Fulfilment in sharing the huge benefits of reading with others. Bespoke training in supporting struggling readers.

**What you can expect from us?**

Expert professional training and support from an experienced and accredited provider. On-going support across the network of ERAR volunteers via the website as well as face-to-face.

**What we expect from you?**

* Reliability and sensitivity.
* The volunteer is expected to comply with all North Tyneside policies and procedures that apply such as the Code of Values and Behaviours which can be found on the website erar.org.uk.
* Attendance at a training session prior to beginning 1:1 sessions.
* Communication via email or telephone during the programme
* A short report to show progress following completion of programme (guidance given). This is to enable further development of successful implementation.

**Next steps**

* Optional drop-in information session at 4pm at *The Bee-hive Hub and Cafe, Wallsend* on Tuesday, 1st February. (If missed please feel free to email Kerry Clegg on ERAR@northtyneside.gov.uk for further information.)
* Apply for position either on paper or electronically. Application forms available via the website erar.org.uk
* As part of the selection process you will be contacted via telephone or Teams for an informal chat following your application.
* Attend training 10-12am on 9th February, or subsequent date, at Meadow Well-Connected.
* Provide DBS and references.