

## Roles and responsibilities within Reading Force



### Job title: Book Club Ambassador

**Key role:** To manage and deliver the Reading Force Book Clubs to children and adults connected to serving and veteran families, through a network of volunteer coordinators.

This is a funded role and is initially for a 6-month contract, part-time (7.5 hours a week). Continuation of the role after this period will be subject to funding availability and impact of the project.

### Background

Reading Force online Book Clubs were launched in 2021. These have proved to be a popular and effective way to engage small groups of differing ages – children (juniors and seniors), spouses, serving personnel, veterans, and others – in the Forces community wanting to connect through sharing books.

To date we have helped organise clubs across the UK and overseas with over 200 members between them, by supporting volunteer coordinators to set up and run their own book clubs. The RF Book Club Ambassador will continue to support existing coordinators and manage the set up and expansion of new groups.

The current Book Club Ambassador is moving to a different role within Reading Force and will provide training and support to the new person as they take on this dynamic role.

### Competencies

- Understanding of the charity's principles, values and strategic direction; focussed on achieving its goals, objectives and plans
- Understanding of Forces communities both serving and veteran
- Understanding of, and support for, the role and value of reading and literacy for all, with a particular emphasis on sharing books as a mechanism to foster improved communication
- Work from home (UK-based) with the capacity to store stock of books and associated Reading Force materials

### Skills

- Excellent organiser with strong planning and time management skills, successfully balancing multiple tasks, priorities and deadlines
- Excellent administrative skills and competent using Microsoft Word and Excel
- Results oriented, delivering against defined plans, objectives and timescales
- Excellent verbal and written communicator
- A proactive multi-tasker, responsive to queries, using own initiative and a keen team contributor
- Financially aware, good at managing budgets and record keeping with strong attention to detail
- Effective builder and manager of relationships

- Accumulate quantitative and qualitative evidence of impact throughout the project's duration

### **Role specific requirements:**

This role would ideally suit a reader/book lover. The focus is on supporting coordinators and managing the set up and expansion of new groups. This will include liaison with coordinators (including discussion on suitable book choices), distributing free books to members, and encouraging and monitoring feedback.

### **Relationships and liaison:**

#### *External:*

- Effective builder and manager of relationships, particularly with welfare organisations (veteran and those working with Forces children and families), as the initial and ongoing point of contact for providing information
- Identify – via contacting and responding to queries – representatives who are qualified and appropriate to run Book Clubs in their community, working within the boundaries of welfare and the Book Club project's aims
- Provide information and logistical support to enable the establishment of Book Clubs and ongoing support, delineating what is expected and permitted
  - Offer support and ideas to the coordinator on how to get their group to know each other and to talk about the book
  - Read and become very familiar with the titles offered
  - Assist and guide the coordinators with their choices of books. They need to
- Liaise with publishers and RF Finance Manager to have available stock of books for the clubs within budget
- Packaging books with accompanying information for Book Club participants and organising despatch (via the Post Office or courier as required) within timeline of each club
- Encouraging feedback through completion of relevant surveys and monitoring procedures

#### *Internal:*

- Working alongside the Reading Force team to maintain awareness of the Book Club activities, and to liaise over shared contacts
- Liaise with the Reading Force team on titles for Book Clubs appropriate for different age groups
- Presenting updates to the senior management team in meetings (usually on Teams or Zoom)
- Contributing to the development and sustainability of the Book Clubs project, and working with the Reading Force team on evaluating the activity
- Ensuring best practices are adopted

### **Financial and governance:**

- Understanding project budgets; secure approvals for expenditure, keep accurate and timely records of time and expenses incurred, using associated systems and liaising with the RF Finance Manager
- Supporting the funding process:
  - Identifying potential funding opportunities and contributing to applications
  - Contribution to reports to funders on project delivery, outcomes and beneficiary impact

- Adhere to the Reading Force Safeguarding policy
- Reading Force is fully committed to equality, diversity and inclusion

### **Administration**

- Timely response to enquiries and requests for information and materials
- Using processes and systems as required
- Assist with feedback systems to measure outcomes

### **Communications/Marketing**

*With the support of other members of the RF team:*

- Appreciation of relevant styles of communication and branding
- Contribution to Book Clubs' website pages
- Social media

### **Working hours and remuneration:**

- The Book Clubs Ambassador is a funded role and is initially for a 6-month contract. Continuation of the role after this period will be subject to funding availability and impact of the project
- 7.5 hours (1 day) a week to be spread over 3 to 4 days; some flexibility on distribution of hours is possible
- Salary is £20 per hour paid monthly on PAYE basis.
- Annual leave entitlement is 6 days (including bank holidays)
- Probationary/review period is three months from starting date
- Reporting to the senior management team including the CEO/Director

### **In brief:**

Informed, proactive, collaborative, responsive, focussed, empathic.

The person taking up this position will be joining a well-established team and the role is fully supported, with ongoing access to our informal, proactive and highly committed team.

**To apply: please send a single page letter explaining why you would like the role, and what you would bring to it, along with a copy of your CV to [alison@readingforce.org.uk](mailto:alison@readingforce.org.uk) by 8<sup>th</sup> April 2022. Interviews will be held online.**

### **Reading Force charitable objectives**

Reading Force is a Charitable Incorporated Organisation No. 1159890.

The following objects are for the public benefit for all British Armed Forces families and children living in the UK and overseas:-

- 1) To advance education by encouraging families to read together for pleasure and talk about a book by providing advice and assistance and materials to support shared reading activities; and
- 2) To promote and protect good health by using reading as a means of mitigating stress and increasing communication and good family relationships following separation due to training, deployment, postings and mobility.