

Volunteer Reading Coach Role Description

"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

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.

What you will be doing

- Developing the literacy skills of an adult Reader who has difficulty with reading
- Meeting with your Reader for two separate half hour sessions each week face to face in an approved venue or remotely on a video call or a combination of both
- Providing non-judgemental literacy support to your Reader
- Utilising your empathy and understanding to support your Reader
- Delivering the phonics based Turning Pages programme with guidance for coaches on every page and using other approved resources
- Keeping records of your meetings
- Liaising with your allocated Coordinator and Literacy Specialist
- Attending Coach meetings approximately every two months
- Working within Read Easy policies and procedures



What skills we are looking for

- Confident reading skills
- Clear communicator
- Ability to demonstrate empathy and understanding whilst maintaining boundaries
- Ability to talk and listen to the person you coach in a patient, positive, encouraging and purposeful way
- A non-judgemental attitude and a positive respect for others, regardless of abilities, ethnicity, gender, religion, sexual orientation or age
- Ability to focus on your Reader and their needs
- Ability to work alone, seeking support when necessary



- Reliability, consistency and an ability to handle disappointment
- A commitment to maintain confidentiality and volunteer within Read Easy's guidelines and policies
- Willingness to commit to the required training
- Ability to utilise Zoom meeting platform to attend remote coach training
- Ability and confidence to use a computer to access documents online, or the willingness to learn to do so

What's in it for you

- You will be provided with outstanding Initial Coach training in two sessions before you commence coaching, each lasting three hours
- A supported induction period at the commencement of coaching
- Consolidation training once you have been coaching for a couple of weeks, again in two sessions each lasting 3 hours
- Working with other enthusiastic volunteers to change the lives of the individuals you support
- Regular support from the group Coordinator
- Literacy support from the group Literacy Specialist
- Repayment of agreed expenses for travel and parking

When you have finished

The completion of the Turning Pages manuals will mark the end of your coaching sessions with your new Reader and will be celebrated by a presentation of certificates. You will have a discussion with your Reader to gather feedback about the difference learning to read has made to their lives. Your Reader will be offered the opportunity to access the free Touch Type Read Spell resources to further their learning and you can speak to your Coordinator about coaching another Reader if you would like to.

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 rewarding role, 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](#)).

We are often looking for people with various skills and experience to join us to help run our group effectively. If you would like to know more about the various roles on the Team currently available, please get in touch and ask us to send you the Management Team Role Description.

To find out more about the organisation as a whole, visit our website at: www.readeasy.org.uk