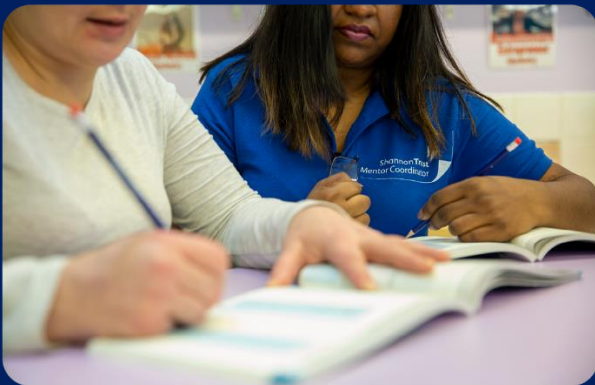




## Volunteering at Shannon Trust

### Community Reading and Numeracy Coach Recruitment pack



## About us

Shannon Trust is a charity that transforms lives by supporting people to learn to read and improve other basic skills. We believe nobody should be left out of learning. We operate in most prisons across England, Wales and Northern Ireland. We also work with a number of partner organisations in the community, supporting their service users to learn to read.

Over 50% of people in prison, and 16% in the community, have a literacy level below that of an 11 year old. Many cannot read at all. This means they have reduced access to education, training and rehabilitation programmes which could transform their lives, and give them hope for a better future outside of the criminal justice system

Many of our team work remotely, with colleagues currently based in all parts of the country, from the North East to the South West and all points in between. We also have prison based colleagues who do a fantastic job of growing our programmes in their prisons.

Our volunteer friendly benefits include support and supervision, all volunteering out-of-pocket expenses reimbursed and ongoing training to support your role.

"I didn't think that at the age of 72 it was going to be worthwhile. I have now been reading for 2 years and enjoying it."  
Shannon Trust learner



## Our purpose, vision, mission and values

### Purpose

We support people in the criminal justice system to learn to read, and improve other basic skills so they can pursue wider opportunities and thrive in the community

### Vision

A future where everyone can experience the positive impact of learning

### Mission

To connect the power of volunteers, mentors and partners to offer a range of effective, accessible and flexible learning opportunities in prisons and the community

### Values

At Shannon Trust we value the individual. We are supportive and non-judgmental – with our learners, mentors, volunteers and each other.

We work with many people across the criminal justice system and beyond, supporting them to improve their basic literacy and numeracy skills. Developing those skills is critical in reducing re-offending and improving life chances. We want to take every step possible to encourage those with lived experience into employment.

We are an accredited 'Ban the Box' employer, meaning we do not ask applicants to declare convictions at the application or interview stage. We only ask for this information where necessary for the role, and not until after an offer of employment or volunteering has been made.

This role requires DBS vetting, it's important to acknowledge that this process can involve lengthy wait times for the vetting to be completed, particularly for candidates with lived experience. At Shannon Trust, we're here to stand by our candidates, offering support every step of the way.

### Beliefs

We believe that...

- nobody should be left out of learning
- self-belief is essential to personal growth
- learning can increase confidence, transform lives and reduce reoffending

## Looking after our people

At Shannon Trust, we value great people that work hard and have the skills and abilities to make a difference.

### Volunteer benefits



#### Expenses

Reasonable, out of pocket, volunteering expenses are reimbursed. We'll also cover any administrative costs such as printing or telephone calls



#### Training

You will receive induction training and ongoing training to support and develop you in your role



#### Support

All volunteers receive ongoing support and quarterly reviews to enable you to gain the most from your volunteering experience



#### Recognition

We recognise and are grateful for the added value that volunteers bring to our organisation



#### Flexible

We provide flexible volunteering opportunities, subject to the requirements of your role

Being a Shannon Trust volunteer provides you with a number of benefits which can help you to develop both your personal and professional skills:

- Ongoing training to support your role
- Developing IT skills and support using up to date packages
- Relationship building
- Training, facilitation and phonics/ numeracy skills
- Chairing meetings
- Presentation skills

## Key information: Community Reading and Numeracy Coach

**Location:** Face to face sessions will be delivered in and around Barking and Dagenham or via local partner agencies.

Reporting to: Community Partnership Manager

Hours: 7-14 hours, over 2-4 days, per month – Monday to Friday 9am-4pm

### Role summary

Shannon Trust's vision is of a future where everyone can experience the positive impact of learning. As a community reading and numeracy coach your role will be at the heart of our organisation as you support our learners in the community. This will include providing one-to-one support to learners to help them to improve their reading and numeracy through the delivery of Turning Pages and Count Me In sessions, as well as supporting the development of our programme within partner services. You may be volunteering one-to-one with learners, or as part of a small team with other volunteers/ staff.

## Volunteer role description

### Key tasks and activities

- Meeting learners 1:1 in the community to support them to learn to read using our Turning Pages resource, or to build numeracy skills using our Count Me In resource
- Using your skills to build positive relationships with learners and key stakeholders
- Encouraging learner progression and celebrating success through progress certificates and positive feedback
- Supporting learners to input into the ongoing design and development of our programmes
- Collecting and submitting relevant monitoring data to Shannon Trust
- Helping to promote the work of Shannon Trust in the community and to recruit and train other reading and numeracy coaches
- Collecting and sharing good news stories and feedback
- Attending volunteer meetings and sharing good practice with other volunteers
- Engaging with quarterly reviews to receive support and discuss progress

- Acting as an ambassador for Shannon Trust in all that you do, sharing the vision and values of the charity throughout your volunteering

### **Additional tasks and activities may include:**

- Raising awareness of Shannon Trust in the community and building relationships with other agencies in partnership with Shannon Trust staff and volunteers
- Attending local events promote our work, develop relationships and encourage referrals
- Co-facilitating volunteer training and peer support
- Attending additional Shannon Trust training and or information events
- Other administrative tasks as required

### **Location and volunteering hours**

Coaching sessions will take place in public spaces in and around Barking and Dagenham or at local partner agency venues.

The community reading and numeracy coach volunteer role is available Monday to Friday during working hours, and in line with the needs of the organisations we are working in partnership with.

We ask volunteers to commit approximately 7 to 14 hours a month to the community reading coach role, spread over 2 to 4 days.

Given the different needs of our learners and the times they may be available to undertake Shannon Trust sessions, it is likely this won't be a role in which activities are always able to take place on a set day or time each week. A degree of flexibility would subsequently be extremely advantageous.

### **Who we are looking for**

#### **Key skills/ attributes**

We don't need you to have any formal qualifications to become a Shannon Trust volunteer.

**We're looking for** people who

- Can offer non-judgmental approach to those accessing support through Shannon Trust to improve their reading and numeracy

- Can give a regular, reliable commitment to volunteering and are able to offer some flexibility when/where needed.
- Have strong communication skills and are able to use these to inspire/motivate others.
- Are able to effectively plan, manage their own time and prioritise key tasks.
- Are able to keep up to date with Shannon Trust news and communications and share relevant information.
- Are able to use and regularly monitor Shannon Trust outlook emails, use Microsoft Teams and other computer packages as required
- Are able to give a regular, reliable commitment for ideally two years and have flexibility to meet learners at times required

## Training, Induction and Support

Shannon Trust provides a wide range of training for volunteers. You will be expected to attend all mandatory training for new volunteers, some will be group training and some will be online. The training will provide you with the knowledge and understanding of the values and visions of the charity and practical support for your volunteer role.

You will receive a thorough induction into your volunteering role and quarterly review meetings to review and discuss your volunteering experience.

We want to ensure that volunteers' out of pocket expenses are not a barrier to their involvement with Shannon Trust. As such, reasonable expenses, including expenses for travel and meals, will be reimbursed.

### How to apply

- Complete our application form on Hireful, via our [website](#).