

# Crewmate Role Description



## The Literacy Hubs

### Purpose of the role

At The Literacy Hubs, Portsmouth, we're working to develop a town of confident and ambitious young people with the literacy skills they need to succeed in life.

We work with local communities to create hubs which are designed to best support the literacy needs of the community they serve. Each hub will have a different approach because every community has different needs.

Our first hub, The Pompey Pirates, launched in the heart of the Charles Dickens Ward, Portsmouth in September 2020. Our second hub, Portsea Sailors, has set sail in the centre of our Historic Dockyard, Portsmouth in January 2022. Both hubs offer a unique, creative and adventurous learning environment that inspires young people from the least advantaged communities to improve their literacy skills and fall in love with reading and writing.



The role of our Crewmates is to provide positive and encouraging 1-1 support for the young people on our programmes to enable them to develop their literacy skills in a unique and engaging environment.

### Typical tasks

Typical tasks might include:

- Attending a start of session briefing to gain an understanding of the focus for the day
- Assisting the session leader by supporting individual young pirates and sailors
- 1-1 reading support
- Working with the children on one of their published projects. Our projects aim to provide a tangible outcome for the children. At the Pompey Pirates, this includes writing a story for a published book, scripting a radio show, and creating their own adventure film. At Portsea Sailors, the young people will write a story for a published book, script persuasive tour guides of Portsmouth, and create documentaries on key people in our Portsmouth community
- Encouraging young pirates when they encounter challenges

### This role would be a great fit if you:

- Have a good level of literacy
- Are able to build a good rapport with children and young people
- Enjoy mentoring and supporting people
- Are willing to provide positive support and encouragement

The LiteracyHubs

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## Considerations

You will need to be 18 or over to become a crewmate.

We will require two references and will undertake a criminal record (DBS) check for new crewmates.

To ensure the safety and well-being of our staff, volunteers, and children we have a number of Covid measures in place. We request that all crewmates familiarise themselves with these before their first session and uphold these measures at all times.

## Time commitment

Sessions normally last for 2-2.5 hours and run on weekdays during term time. At Pompey Pirates, our day time sessions usually start at around 12.45pm, and our after school sessions at around 4pm. At Portsea Sailors, our sessions normally start around 3pm.

We ask for a minimum commitment of 15 sessions per year, ideally 1 per week.

## Training & Support

Initial training will be provided before you begin volunteering, so you will learn the basic techniques needed to help you support the children.

All sessions are led by a qualified teacher, who will provide a thorough briefing at the start of each session and will be available for support throughout.

We end every session with a crewmate debrief. This provides a chance for everyone to share & receive feedback.

During sessions, crewmates can call on our bespoke resource pack to provide additional support when assisting the children with a variety of writing techniques.



## How to apply

To apply to become a volunteer Crewmate with us, please visit: <https://theliteracyhubs.co.uk/volunteer/>

Alternatively, please scan this QR code:



You will have access to our volunteer application form so that we can learn a little more about you and the reasons you wish to undertake your placement with us.

We will be in touch with you within a week to confirm your application, and will then invite you to attend our initial training, where you can meet some of our team.

