



RECRUITMENT STATEMENT

Doorstep Library is committed to safeguarding and promoting the welfare of children, young people, and all those it comes into contact with. All employees undergo rigorous safer recruitment processes including specified interview questions, a DBS check, and the collection of written and/or verbal references. Safeguarding training is a mandatory part of the induction process for all employees, and employees are expected to always adhere to our safeguarding policies and procedures.

JOB SUMMARY

Job Title: Project Leader
Contract Type: Permanent (Part Time, Term Time Only)
Hours per week: 21 hours per week during school term time only (39 weeks a year).
Working pattern: 11.00 -7.00pm (includes one-hour unpaid break) Mondays, Tuesdays and Thursdays.
Main Locations: Project bases (Hammersmith & Fulham)/home based/office (Victoria).
Reports to: Service Delivery Manager
Direct Reports: None
Annual Salary: £26, 000 (FTE)
Annual Leave Allowance: Paid equivalent of 25 days per annum, plus bank holidays pro rata
Pension Contributions: 6% (based on a 2% minimum employee contribution)
Additional Benefits: Employee assistance programme, employee discount programme (BenefitHub)

ABOUT US

Here at Doorstep Library, we believe in the power of words to take you places. We are a non-profit community-focused charity dedicated to bringing the gift of books and the joy of reading into the homes of families across London who need our support, reading with them and their children to inspire a love of books, of stories and storytelling, and to instil a lifelong passion for reading.

Equipped with a reading stool and a supply of books, our volunteers are right on the doorstep, ready to use books to fuel children’s natural love of stories, fire their imaginations, and encourage their appreciation of reading. Our goal is to help each child develop the self-confidence and essential skills they need to access all the opportunities that will come their way in life. Whether in person, or online, we are there to support children and families who need us most.

The organisation has gone from strength to strength. Now in our 13th year we are working in five London boroughs and also deliver Online Reading Sessions – bringing our unique service to even more families across London and beyond.

JOB PURPOSE

- Lead volunteer teams to deliver Home Reading visits for three projects in Hammersmith & Fulham
- Build relationships with families to understand the needs of each child/family
- Build relationships with volunteers, to provide the support they need
- Complete the administrative tasks associated with the smooth running of the projects

ABOUT THE ROLE

Are you passionate about reading? Do you believe that reading can bring magic and opportunity? Can you help us to bring the joy of reading for pleasure into the homes of children in some of London's most disadvantaged areas? If you answered yes to these questions, then we may have the perfect opportunity for you!

We are looking for a Project Leader, well organised, with bags of energy and a sense of fun to join our team and coordinate three reading projects in London (Hammersmith & Fulham). You will manage the delivery element of the role from a base within the local community (where we keep a book stock and all equipment needed) from about 4.00-7.00pm. You will also from time to time be reading with and visiting families yourself, so you must be capable of lifting boxes, carrying rucksacks and pulling trolleys of books, walking around the estate and up and down stairs. Administration will be done at home/office.

You will need to have outstanding interpersonal skills to build relationships with both our dedicated volunteers and the local community. You will inspire a love of reading in the children we visit and be a friendly face for their parents/carers, providing support and information where needed. You will be confident, practical and able to think on your feet.

MAIN RESPONSIBILITIES & DUTIES

- To lead and support the project volunteers in delivering projects and contribute to achieving targets.
- To review weekly project notes thoroughly and respond to any queries, issues or requests, and escalate concerns to the Service Delivery Manager.
- To support individual volunteers as issues arise, reporting concerns to the Service Delivery Manager.
- To ensure volunteers are adhering to all policies, with an emphasis on safeguarding, and that teams are vigilant in identifying and reporting safeguarding concerns.
- To coordinate and participate in regular support sessions with the project volunteers including individual annual volunteer appraisals, and have an 'open door policy' when other support is needed.
- To get to know and regularly review the needs of each child/family, as well as visit families on the ground, as and when necessary.
- To assist the Service Delivery Manager in reaching out to new families, making links to external organisations and agencies to promote what we do and receive referrals.
- To work with the Service Delivery Manager to research and coordinate the implementation of the signposting programme and guide volunteers to community services, activities and local and specialist organisations relevant to specific families.
- To attend meetings to share knowledge and best practice, and to review activities and progress across projects (ideally with flexibility to attend occasional meetings outside of regular hours, paid).
- To manage the stock of books on projects, ensuring they are in good condition and relevant for the children visited.
- To support the Service Delivery Manager in day-to-day admin to ensure the smooth delivery of all projects, and contribute to end of term internal reports as required.
- To review the impact of visits and agree, within the guidelines provided, when our services are no longer required.
- To undertake additional duties as from time to time may be required.

PERSON SPECIFICATION

Essential Criteria	
1.	Experience working closely with families and/or children, or lived experience similar to that of the communities we work with
2.	Experience in a voluntary or community-based setting
3.	Experience coordinating and supervising volunteers or similar
4.	An appreciation of the importance of reading for pleasure and of parental involvement in a child's education
5.	Passionate about social justice and improving life chances
8.	Excellent communication and interpersonal skills

9.	Ability to work flexibly and imaginatively, adapting to rapidly changing demands and opportunities
10.	Excellent organisation and administration skills
11.	A positive team player, working with, supporting and encouraging colleagues
13.	Confident user of Microsoft Office 365 and able to use a database
	Desirable Criteria
1.	A knowledge of and/or interest in children's literature/education sector
2.	Knowledge of services for families/ children or desire to learn quickly
3.	Experience of working in a small, close-knit team