

Role description for Volunteer Recruiter (Voluntary role)

“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

Outline of the Volunteer Recruiter role

If you’re a ‘people person’ and enjoy meeting a wide range of people, the Volunteer Recruiter role will give you the opportunity to be the first point of contact for all potential volunteers and to have overall responsibility for managing the recruitment and interviews for your local group. You will need to be enthusiastic, a good listener and be able to spot a strong volunteer. By helping to recruit the right volunteers, you will play a vital role in ensuring the longevity of the group.



How we will support you

You will be provided with the Management Team Handbook, policies, training/induction, and guidance specifically needed for this role, including access to support from a Read Easy UK Regional Adviser, via your Team Leader. You will also be invited to Read Easy UK’s regional forums and annual conference which give volunteers an opportunity for networking with those from other groups.

What you will be doing

- Managing the recruitment process of all volunteers for your group, leading interviews with the Coordinator or Team Leader.
- Making sure all volunteers feel properly supported, informed, heard and valued.
- Working with the rest of your group’s Publicity Organiser to identify the best means of advertising to attract the volunteers you need.
- Managing the recruitment process for all potential volunteers and ensuring that an appropriate induction is provided, and keep everyone informed on progress.
- Ensuring that volunteers’ expectations are managed appropriately and that your group does not recruit significantly more volunteers than it can reasonably allocate roles to.



- Providing all Coaches with an annual Feedback Questionnaire and raise any issues identified that need addressing with the Management Team.
- Ensuring compliance with Volunteer Policy and Equality Diversity and Inclusivity Policy
- Attending Management Team meetings typically every six to eight week.

The skills you will need

- Ideally, experience of interviewing.
- The confidence to promote the work of Read Easy and a strong commitment to improving the lives of people who struggle with reading.
- Good communication and people skills, with a commitment to maintaining confidentiality.
- Reasonable confidence in using IT.
- The ability to use initiative and work independently.
- A willingness to abide by Read Easy policies and procedures.
- An open attitude that encourages two-way communication and willingness to ask for and offer support to the Team.
- A non-judgemental attitude and respect for others, with a commitment to equality and diversity, so that you can make everyone feel valued and included.
- Energy and enthusiasm with an average of two - three hours a week to commit to the role.

What is in it for you?

- Apply and develop your interviewing and communication skills
- Meet and work collaboratively with new people
- Be active and engaged, adding value to your local community.

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 role, please contact the person who sent you this role description.

Please note: All Read Easy volunteer roles are subject to Safer Recruitment procedures which include verification of identity and two references, and eligibility for Management Team roles in line with [Charity Commission regulations for trustees](#).

Please see the 'Introduction to Read Easy for potential Management Team volunteers' to find out more about the structure and responsibilities of the Management Team.

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