



*Stable Lane & Mall Wall, Bishop Street Within, Derry~Londonderry BT48 6PU*

*Tele: 028 7126 6946*

*Email: [info@theverbal.co](mailto:info@theverbal.co)*

*Web: [www.theverbal.co](http://www.theverbal.co)*

Supported by



**BBC**  
**Children  
in Need**

© BBC 2007 Reg. charity England  
& Wales no. 802052 and Scotland  
no. SC039557

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Reading Rooms Project Officer – Youth Programme</b>
<b>ACCOUNTABLE TO:</b>	<b>Director of Programming &amp; Learning</b>
<b>SALARY:</b>	<b>£24,000</b>
<b>LENGTH OF CONTRACT:</b>	<b>Full-Time Fixed Term contract to 30<sup>th</sup> April 2019 (36 hours per week)</b>
<b>LOCATION:</b>	<b>Derry ~Londonderry</b>

#### **JOB SUMMARY:**

Reading Rooms is a volunteer-led, innovative shared reading programme based in the community that uses poetry and prose to engage with young people who are hard to reach in care and/or on the edge of care.

Reading Rooms delivers a customised programme of reading activities to young people. The purpose of Reading Rooms is to create an inclusive, safe and nurturing environment for participants to engage, flourish and develop by listening to stories and poems read aloud.

#### **DUTIES AND RESPONSIBILITIES**

The Reading Rooms Project Officer – Youth Programme is responsible for the development, management, and implementation of the Reading Rooms project ensuring that this work integrates with all other activities of the organisation.

The Reading Rooms Project Officer – Youth Programme will work as part of a team of project workers and volunteers in multiple sites and oversee the management and development of the project in Derry~Londonderry. The ideal candidate will have experience of delivering and evaluating a health and social well being initiative with young people and will :

- Assist the Director of Programming and Learning in developing current services in line with key service groups identified within the health and social wellbeing sector.
- Build upon existing communication networks provided by project partners and ensure the effective delivery of the project.
- Prepare and manage action plans and mile stones for the implementation of the project
- Provide evaluation, monitoring and reporting on projects.
- Recruitment and profile analysis of participating young people in conjunction with key stakeholders.
- Assist in identifying new opportunities for growth and development of the Reading Rooms throughout Ireland North and South.

Within that context he/she will be expected to work closely with the management team and on their own initiative

### **KEY AREAS**

- To develop the Reading Rooms activities in the area of health and social wellbeing with young people. This includes the development of sustainable relationships, partnerships with organisations in the region, liaising with a broad range of community and special interest groups.
- Develop proposals in line with the development of the Reading Rooms that generate new funding and unrestricted income.
- Contribute to the successful development of regional, national and international collaborative projects and partnerships.
- Establish links with other relevant voluntary and statutory bodies.
- Manage the recruitment of volunteers to deliver the Reading Rooms with young people
- Promote and develop new audiences.
- To carry out risk assessment in relation to the project and the various service users.
- To maintain accurate records in conjunction with the team.
- To ensure professional standards of practise are maintained within the Reading Rooms
- Drive the recruitment, training and development of a volunteer team both professionals and community based in delivering the Reading Rooms.
- Provide a person centred approach in developing the Reading Rooms and an understanding of current health and wellbeing issues faced by young people.
- To contribute to a minimum of 4 public facing profile raising events over the year.
- To develop strong training content to support the delivery of Reading Rooms to young people at risk
- Have an interest and confidence in literature and reading.

### **Evaluation and Research**

- Devise appropriate data gathering, monitoring and evaluation methodologies regarding quality of project activities.
- Devise project specific methodologies to involve all potential parties interested in the work of the project.
- To contribute to the development of external research to support the work carried out in the Reading Rooms Youth programme.

### **Communication/Liaison**

- Liaise with all partners and, in conjunction with them, develop activities that have relevance to the delivery of the Reading Rooms.
- Promote and develop Reading Rooms throughout Northern Ireland.
- Provide written (or digital) support materials and resources, where necessary.
- Provide exhibition and display materials and resources, where necessary.

### **Staffing**

- Work as part of a team across various sites in accordance with company policies.
- Coach and support a team of volunteers in order to ensure delivery is of the highest standard and follows project guidelines and industry best practice.

- Work within a volunteer framework and ensure all statutory requirements are in place to safe guard service users and staff/volunteers.
- Manage volunteers' expectations and aspirations creating a strong and engaged team of volunteers with peer leaders to support newly recruited volunteers.

### **Finance**

- Manage a budget for the project and ensure all funder requirements are fulfilled and that reporting is carried out in a timely and accurate manner.
- Seek to deliver services in as cost effective a manner as possible.
- Initiate and formulate funding and sponsorship proposals for the Reading Room activities and training services.
- Have an understanding and experience of processing claims and reporting to funders.

### **Audience Development/Marketing**

- Ensure that information/advice is made available to the public on all aspects of the project.
- Develop key strategic partnerships within youth sector and use this to extend and develop audience for Reading Rooms and training package.
- Utilise the VAC website to promote interest in and involvement in or attendance at project activities.
- Utilise HU and lagan as an outlet to raise profile and awareness of Reading Rooms activity.
- Contribute to an annual conference showcasing the work of Reading Rooms regionally.

### **Administration**

- Make such reports as are deemed necessary by the Director of Programming and Learning.
- With the approval of the Director of Programming and Learning participate in such forums or meetings as may be appropriate.
- Provide such information, research, statistics, analysis, advice or background papers as are required by the Director of Programming and Learning and the Steering Group.

### **General**

- Carry out such other tasks as are consistent with the responsibilities of the post or which may be assigned from time-to-time by the Executive Director.
- To attend external meetings and service steering group meetings, as required.

### **NOTES:**

This job description describes the principal purpose and main elements of the job. It is a detailed guide to the nature of the main duties as they are currently envisaged but is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder will be expected to work flexibly to changing business needs.