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JOB DESCRIPTION

JOB TITLE:	Reading Rooms Project Officer
ACCOUNTABLE TO:	Reading Rooms Project Manager
SALARY:	£11,000 (based on 20 hours per week)
LENGTH OF CONTRACT:	Part-Time Fixed Term contract November 2015 – March 2016
LOCATION:	Belfast

JOB SUMMARY:

Reading Rooms is a volunteer-led, innovative shared reading programme based in the community that uses poetry and prose to engage with a range of constituent groups from young people to older people at community level.

Reading Rooms utilises the existing infrastructure of Community and Youth centres as well as healthcare settings and other local venues to deliver a fully accessible, customised programme of reading activities tailored to meet the needs of all participants.

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 to poems read aloud.

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

The Reading Rooms Project Officer will work as part of a team of project workers in multiple sites and oversee the management and development of the project in Belfast. The ideal candidate will

- Assist the Regional Reading Rooms Co-ordinator in developing current services in line with key service groups identified within the health and social wellbeing sector.
- 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

DUTIES AND RESPONSIBILITIES

KEY AREAS

- To develop the Reading Rooms activities in the area of health and social wellbeing. 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.
- 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 the team
- Manage new projects on a 'hands-on' basis using volunteers and staff
- 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
- Lead and deliver training to volunteers in shared reading and facilitation with different service users when required
- Drive the recruitment, training and development of a volunteer team 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 various service users of various ages.
- 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.

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.
- 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.
- Utilise the VAC website to promote interest in and involvement in or attendance at project activities.

Administration

- Make such reports as are deemed necessary by the Reading Rooms Regional Co-ordinator.
- With the approval of the Reading Rooms Regional Co-ordinator 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 Regional Reading Rooms Co-ordinator 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.