



## **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.

## **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 instill 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 15th year we are working in five London boroughs and also deliver Online Reading Sessions – bringing our unique service to even more families across London.

## **JOB SUMMARY**

<b>Job Title:</b> Reading Project Leader, Lambeth & Kensington & Chelsea
<b>Contract Type:</b> Permanent (Part Time, Term Time Only)
<b>Hours per week:</b> 21 hours per week (3 days) during school term time only (39 weeks a year).
<b>Working pattern:</b> 11.00 -7.00pm (includes one-hour unpaid break) Mon/Tue/Thurs
<b>Main Locations:</b> Project bases (Lambeth/Kensington & Chelsea)/home based/office (Victoria).
<b>Reports to:</b> Service Delivery Manager
<b>Direct Reports:</b> None
<b>Annual Salary:</b> £27,583 (FTE). Pro-rated annualised salary is £14, 211 (includes full academic year leave allowance)
<b>Annual Leave Allowance:</b> Paid equivalent of 25 days per annum, plus bank holidays pro rata
<b>Pension Contributions:</b> 6% (based on a 2% minimum employee contribution)
<b>Additional Benefits:</b> Employee assistance programme, employee discount programme (BenefitHub), salary sacrifice
To apply send a CV (max two sides of A4) and a covering letter (max one side of A4) to <a href="mailto:sandy@doorsteplibrary.org.uk">sandy@doorsteplibrary.org.uk</a> . Please put PL/4DW in the subject field. Closing date 22/03/26. Previous applicants need not apply

## JOB PURPOSE

- Lead volunteer teams to deliver Home Reading visits for three projects in London
- 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 Reading Project Leader, well-organised, with bags of energy and a sense of fun to join our team and coordinate three reading projects each week in London (two in Lambeth and one in Kensington and Chelsea). 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, leading up to 10 volunteers. 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 induct new volunteers and match volunteers to families on projects.
- To ensure volunteers are adhering to all policies, including safeguarding, and that teams are vigilant in identifying and reporting safeguarding concerns.
- To get to know families on projects and visit families as and when necessary.
- To reach out to new families, make links to external organisations and agencies to promote what we do and receive referrals.
- Occasional requirement to attend events outside hours, such as volunteer socials.
- 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 projects and contribute to internal reports as required.
- To ensure data is entered accurately and promptly into our database and kept consistently up to date.
- To undertake additional duties as from time to time may be required.

## PERSON SPECIFICATION

<b>Essential Criteria</b>	
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

**EDI STATEMENT**

**WE ARE US**

We never judge a book by its cover, because we know it's what's inside that counts. Every one of us is our own unique story to tell and, at Doorstep Library, storytelling is what we do best. We listen and we learn. We trust and we share. We challenge, we accept and together, we grow.

We are brave. We are kind. We are us. We are all of us.