

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

Job Title: Reading Project Leader, Lambeth & Kensington & Chelsea
Contract Type: Permanent (Part Time, Term Time Only)
Hours per week: 21 hours per week (3 days) during school term time only (39 weeks a year).
Working pattern: 11.00 -7.00pm (includes one-hour unpaid break) Mon/Tue/Thurs
Main Locations: Project bases (Lambeth/Kensington & Chelsea)/home based/office (Victoria).
Reports to: Service Delivery Manager
Direct Reports: None
Annual Salary: £27,583 (FTE). Pro-rated annualised salary is £14, 211 (includes full academic year leave allowance)
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), salary sacrifice scheme

JOB PURPOSE

- Lead volunteer teams to deliver Home Reading visits for three projects in London
- Build relationships with volunteers, to provide the support they need
- Recruit new families to our projects through door knocking, referral pathways and community outreach.
- Complete the administrative tasks associated with the smooth running of the projects

ABOUT THE ROLE

Reading Project Leader

Do you believe every child deserves the chance to discover the joy of reading? Are you passionate about books and the power they have to unlock confidence, imagination and opportunity? If so, we'd love you to join our team.

As a Reading Project Leader, you'll play a vital role in helping us bring the magic of reading into the homes of children living in some of London's most disadvantaged communities.

You'll coordinate three weekly reading projects across London (two in Lambeth and one in Kensington & Chelsea), leading and supporting up to ten volunteers at each session. Based within the local community, you'll ensure each project runs smoothly, creating a welcoming, organised and enjoyable experience for the children and families we work with.

This is a hands-on role at the heart of our work. As well as leading volunteers, you'll visit families yourself to read with children, so you'll be comfortable carrying books and equipment, and using stairs. Administrative work can be completed from home or the office.

We're looking for someone who is organised, energetic and approachable, with excellent interpersonal skills and a genuine enthusiasm for working with people. You'll build trusted relationships with volunteers, children and families, becoming a familiar and encouraging presence in the community. You'll be confident, practical and able to adapt as situations arise, while always keeping our mission at the centre of everything you do.

This is a rewarding opportunity to see the direct impact of your work every week. By supporting families to enjoy reading together, you'll help give children the confidence, curiosity and love of learning that can change lives.

Apply with a CV (max 2 sides of A4) and cover letter (max 1 side of A4) to lucy@doorsteplibary.org.uk

You MUST put the following in the email subject field: RPL application/4DW.

Closing date 10.00pm August 2nd.

Screening for successful candidates will take place on August 6th

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, helping them feel valued and confident in their role, 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 recruit new families, through door-knocking and community outreach.
- develop strong partnerships with local organisations and agencies, raising awareness of our work and creating opportunities for referrals and collaboration.
- 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

	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.	Passionate about social justice and improving life chances
5.	Excellent communication and interpersonal skills
6.	Ability to work flexibly and imaginatively, adapting to rapidly changing demands and opportunities
7.	Excellent organisation and administration skills
8.	A positive team player, working with, supporting and encouraging colleagues
9.	Confident user of Microsoft Office 365 and able to use a database
10.	A knowledge of and/or interest in children's literature/education sector

	Desirable Criteria
1.	Knowledge of services for families/ children or desire to learn quickly
2.	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.