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| **Exceed Reading Stars LTD** |
| Exceed Reading Stars LTD Safeguarding and Equal OpportunitiesExceed Reading Stars LTD is committed to safeguarding and promoting the welfare of all children and young people in its care. We will take every reasonable step to ensure that children and young people are protected where our staff and associates are involved in the delivery of our work. As an employer, we expect all staff and volunteers to share this commitment.  All members of contract staff are required to undergo enhanced DBS check.Exceed Reading Stars LTD is an Equal Opportunities employer and wishes to select the best possible candidates for roles regardless of race, colour, religion, gender, disability, age, class or sexuality.Exceed Reading Stars has a comprehensive Equal Opportunities Policy and we expect all staff to fully support and implement the Policy in all aspects of their work.Exceed Reading Stars is a Non-Profit organisation that supports Children, Schools and Families through education advocacy services. The aim of the Exceed Reading Stars programme is to bridge the gap between reading age and actual age, while ensuring support to build confidence and self-esteem. To do this we work with children who struggle engaging in reading or have a lower reading age than their actual age. We run the programme within schools and communities from early years to adolescence (6-11 years old) and have an intensive summer school programme.Our Young Reading Leaders will support the structure of the programme by encouraging, empowering and enabling children to become more confident readers. This is achieved through our assisted reading and team building activities which will be delivered by a trained team of Young Reading Leaders.Exceed Reading Stars mission is to bridge this gap between reading age and actual age so that children are successful in every area they can dream of!​ ​We are accredited through our work with children and young people in the past, collaborating with teachers on the front lines of education and extensive research of the national curriculum and global teaching methods.We’re looking for an ambitious, tenacious, entrepreneurial, proactive …..to join our team. In return we will offer an interesting and varied role, working with a diverse mix of voluntary sector organisations across the London Borough of Lambeth with the opportunity to develop a broad range of new skills in an innovative and vibrant environment.Summary of Role Working under the direction of the CEO. |

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| **Job title:** | ERS Volunteer  |
| **Job Purpose** | To assist the project worker to develop and support a range of flexible, creative and responsive community based initiative for children and young people through literacy and youth engagement programmes.The role will include the delivery of literacy programmes, and youth engagement projects Exceed Reading Stars LTD in helping children and young people to develop personally, socially and educationally.To lead the provision of professional and high quality direct support services to children, young people, and/or their families, and achieve desired outcomes from key KPI  To promote the values and principles of ERS in providing support to Children, Schools and Families promoting their participation in the services they receive. |
| **Based at:** | Virtually London, South London  |
| **Employment terms:** |  |
| **Responsible for:**  | Reading Classes  |
| **Reporting to:** | Founder & CEO Sarah Safo, Project Worker  |

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| **MAIN DUTIES**  |
| * To work with project worker to co plan and prepare programmes/projects and presentations
* To assist with the creation of new and innovative programmes/projects and implement them well
* Administration: joining children to reading classes / collecting feedback,

filing * Talk to children about the books they have read and help them choose new books
* Evaluate reading classes
* To co create with CEO/ Manger a customer feedback tool
* To use customer feedback to ensure client satisfaction
* Managing risks and issues within projects
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| **Skills**  | **Essential** | **Desirable** |
| Good interpersonal skills, with the ability to communicate confidently with people from a wide range of backgrounds  | ✓ |  |
| A strong communicator with good writing skills | ✓ |  |
| Strong customer service skills | ✓ |  |
| Works well under pressure and can adhere to deadlines | ✓ |  |
| Capacity to priorities workload on a day to day basis | ✓ |  |
| Methodical approach to tasks and problem solving |  ✓ |  |
| Experience of partnership working | ✓ |  |
| Experience of developing and delivering training | ✓ |  |
| Experience of working in a voluntary organisation, in a paid or unpaid capacity | ✓ |  |
|  **Knowledge**  |  |  |
| Experience writing reports, guidelines and short pieces about best practice  |  | ✓ |
| Competent IT and social media skills including Microsoft Word Office, Excel, PowerPoint, Outlook etc | ✓ |  |
| Ability to research and analyse information/data  | ✓ |  |
| Experience and understanding of diversity and equal opportunities **(Training provided)** | ✓ |  |
| An understanding of digital information systems, databases and CRM software |  | ✓ |
| An understanding of data protection and confidentiality(training provided) | ✓ |  |
| **BEHAVIOURS**  |  |  |
| Ability to work on own initiative as well as part of a team | ✓ |  |
| Determined and flexible with an upbeat positive approach  | ✓ |  |
| Enthusiastic and eager to learn, positive mindset  | ✓ |  |
| A methodical approach to tasks with excellent attention to detail  | ✓ |  |
| **GENERAL REQUIREMENTS**  |  |  |
| Commitment to operating in accordance with the values and policies of Exceed Reading Stars | ✓ |  |
| Commitment to own learning and development | ✓ |  |
| Able to work positively and inclusively with colleagues and customers so that Exceed Reading Stars provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities. | ✓ |  |

 *For more information about this role please contact Sarah Safo or visit our website*

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