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| **Exceed Reading Stars Volunteer Information Pack** |
| Dear Applicant,  Please find enclosed an application pack for the volunteering roles, which contains the following items:  Section 1: Job Description  Section 2: Personnel Specification  Section 3: Application Form  Section 4: Monitoring Form  **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**   1. Your application pack contains information about the vacancy and the person required.   You should read these carefully to ensure that the job and conditions are suitable.  2. You must complete Section 3 accurately and return it by post by the date and time indicated below.  **3. It is your responsibility to ensure that sufficient information and examples, demonstrating your experience are provided to enable a short-listing panel to assess your suitability for this post.**  4. Applications, and attached sheets:     * Applications must be completed legibly and returned on or before **12noon** **Wednesday 17th December 2020** by email or post addressed ‘Confidential’ to Exceed Reading Stars to arrive before the closing date/time as stated. * Only information provided on the application form will be considered by the Short-listing panel **– CVs** **will not** be considered. * Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details. However, candidates should aim to be concise in completing the application form.   5. It is the responsibility of the applicant to ensure that **Section 3** is fully and clearly completed and returned. Your Equal Opportunities Monitoring form **(Section 4)** must also be completed and returned in a sealed separate envelope  Exceed Reading Stars LTD Safeguarding and Equal Opportunities  Exceed 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 LTD 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 LTD** |   Exceed Reading Stars LTD 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 worker 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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| **SECTION 1: READING VOLUNTEER JOB DESCRCRIPTION** |

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| **Job title:** | ERS Reading 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 performance indicator (KPI)  To promote the values and principles of ERS in providing support to Children and Young People promoting their participation in the services they receive. |
| **Based at:** | London, South London |
| **Employment terms:** | Hours: 4 hours a week  Contract: Voluntary |
| **Responsible for:** | Reading Classes |
| **Reporting to:** | Founder & CEO Sarah Safo, Project Worker |
| **MAIN DUTIES** | |
| * To work with project worker to co plan and prepare programmes/projects and presentations * To deliver reading classes virtually via zoom * To ensure your up to speed with your session plans * 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 * Managing risks and issues within projects | |

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| **SECTION 2: PERSONEL SPECIFICATION** |

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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 | ✓ |  |
| Passion for reading | ✓ |  |
| Ability to relate to, motivate, encourage empower and enable children from a diverse range of backgrounds | ✓ |  |
| 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** |  |  |
| Competent IT and social media skills including Microsoft Word Office, Excel, PowerPoint, Outlook etc | ✓ |  |
| Ability to research and analyse information/data | ✓ |  |
| **BEHAVIOURS** |  |  |
| Patience, flexibility, creativity, energy and a sense of humour | ✓ |  |
| 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 LTD | ✓ |  |
| 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. | ✓ |  |

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| **SECTION 3: APPLICATION FORM** |

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| **Personal Details** | |
| Name: |  |
| DOB: |  |
| Age: |  |
| Address | Postcode: |
| Phone: | Home:  Mobile:  Work (if applicable) |
| Email: |  |

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| **Which volunteer roles are you interested in?** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Reading Volunteer | | 🞎 | | Young Reading Leader | 🞎 | |  | |  |  | |  | | |

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| **Why do you want to volunteer with Exceed Reading Stars? Please include information about any skills or experience you hope to gain through volunteering..** |
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| **Please give details of any previous experience you may have of looking after and/or working with children and young people.** |
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| **Please tell us about any work, volunteering, personal experience or skills that you have that are relevant to the role you are interested in** |
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| **Please tell us about** **any relevant qualifications, training volunteering that you have that are relevant to the role you are interested in** |
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| **Availability**  At what times are you interested in volunteering – please tick as many as you like |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Mon | Tue | Wed | Thurs | Fri | Sat | Sun | | Morning |  |  |  |  |  |  |  | | Afternoon |  |  |  |  |  |  |  | | Evening |  |  |  |  |  |  |  |  |  | | --- | | **Do you have any particular needs that we should be aware of so as to best support your volunteering with us?** | |  | |

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| **References** |
| To complete your application, we need you to supply us with two people who know you well enough to comment on your suitability for this role. They should not be family members. If you are not sure about who to put, we are happy to discuss this with you |

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| Referee 1 |  |
| Name: |  |
| Address: | Postcode: |
| Phone: |  |
| Email: |  |
| How does this person know you? |  |

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| Referee 2 |  |
| Name: |  |
| Address: | Postcode: |
| Phone: |  |
| Email: |  |
| How does this person know you? |  |

**CRIMINAL DECLARATION**

The post for which you are applying is a **Regulated Activity Position** as defined by the **Safeguarding Vulnerable Groups (NI) Order 2007** and also **falls within the definition of an ‘excepted’ position** as provided by the **Rehabilitation of Offenders (Exceptions) Order (NI) 1979**. If you are short-listed for interview you will therefore be asked to provide details of **ALL** convictions including **SPENT** convictions which **MUST** be disclosed and will be subject to verification. Having a conviction will not necessarily debar your application from being considered.

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| **If your role falls within the Rehabilitation of Offenders Act 1974 or is a specified or regulated activity, we will require you to a DBS check**. |
| We welcome volunteer applications from every one. Having a criminal record will not necessarily exclude you from working with us and your application will be dependent on the nature of the offence and position applied for. |

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| **Signed** |  |
| **Date** |  |

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| **How did you hear about us? (please circle where you heard about us)** |
| |  |  |  | | --- | --- | --- | | **Volunteer centre** | **Our Website** | **Our leaflet** | | **Other organisation** | **Other website** | **Word of mouth** | | **Friend or family** | **Other (please state)** |  | |

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| I confirm that the information I have given in this form is accurate and truthful. |
| **The information you give us in this form will be treated in the strictest confidence** |

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| **Signed** |  |
| **Date** |  |

(**If you under 18 years of age please get a parent or guardian to sign below)**

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| **Signed** |  |
| **Date** |  |

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| ***SECTION 4: MONTORING FORM*** |

***Please complete the separate monitoring form enclosed and put in a sealed envelope along with your application***

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| **EQUAL OPPORTUNITIES MONITORING FORM** |
| **Confidential**  **Reference no\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Monitoring Questionnaire**  **Guidance Notes:**  **Exceed Reading Stars LTD**  is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.  We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.  In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.  Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.  Secondly, we also monitor the *community background* and *sex* of our job applicants and employees in order to comply with our duties under the *Fair Employment* & *Treatment (NI) Order 1998.*  ***You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.***  Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name |

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| **Racial Group** |
| Please state your country of birth:  My country of birth is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please state your nationality:  My nationality is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please indicate which of the following applies to you:  White  Chinese  Irish Traveller  Indian  Pakistani  Bangladeshi  Black Caribbean  Black African  Black Other  Mixed ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Any other ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Disability:** |
| Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have any health conditions  Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.  **Do you consider that you are a disabled person?**  Yes: No:  **If you answered "yes", please indicate the nature of your impairment by ticking the appropriate box or boxes below:**  Physical impairment, such as difficulty using your arms, or mobility issues requiring you to use a wheelchair or crutches:  Sensory impairment, such as being blind or having a serious visual impairment, or being deaf or having a serious hearing impairment:  Mental health condition, such as depression or schizophrenia:  **Learning disability or difficulty, such as**  Down's Syndrome or dyslexia, or Cognitive impairment,  such as autistic spectrum disorder:  **Long-standing or progressive illness or health condition,**  such as cancer, HIV infection, diabetes, epilepsy or chronic heart disease:  Other (please specify )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Sexual Orientation:** |
| **Please indicate your sexual orientation by ticking the appropriate box below:**  My Sexual Orientation is:  I am straight:  I am gay or lesbian:  I am bisexual: |

Thank you for completing this application form. Please return it to the name and address given below:

Exceed Reading Stars

3space International House

6 Canterbury Cres

Brixton

London

SW9 7QE