

# Part time Sessional Worker

### Doorstep Library Network was established in 2010, with the aim of instilling a love of reading for pleasure among disadvantaged children. Our projects are different to other literacy programs because they are home-based, meaning we are able to attract those families that do not have the confidence/ inclination to take their children out of the home to access services, these tend to be the families that are most in need and tend to be extremely socially isolated. In addition, with our long-term support, families are able to build up their self-confidence and trust in others in the community, towards professionals and the world of education.

We started out with one project in Fulham and have expanded our reach to seven projects as of July 2017, making visits to over 450 children a week at present. Doorstep Library has been established for over 7 years now, and during this time we have been able to review and develop our service, making improvements to processes and procedures as we have grown. We now have ambitious plans in place to expand our service to six London boroughs by 2020.

We are currently looking for a part-time sessional worker to coordinate one of our projects, at present we can offer 7 hours a week, from 2018 this role has the potential to increase to 14 hours a week (during school term time).

Job Purpose:

* To coordinate and support the volunteer team during each Doorstep Library session;
* To build relationships on the housing estate and in the local community beyond our families, to work with the Project Coordinator to integrate our services with existing/new networks;
* To ensure that Doorstep Library procedures and policies are fully respected by all;
* Implementation of signposting programmes;
* Beneficiary support.

**Responsible to:** In day-today duties the Project Coordinator, for HR purposes the Programme Manager;

**Responsible for:** A team of ten Home-Reading volunteers and occasional stand in volunteers.

**Hours worked:** Project based - **3.30-6.30pm on a Tuesday** in Hammersmith & Fulham.

Non-project based - 2 hour per week administration, 2 hours per week family support and door knocking, 2 hour per quarter attending a team meeting at our Victoria office.

Total – 7 hours per week during school term time (approx. 36 weeks a year), plus 2 hours extra per term.

N.B. This role has the potential to increase to 14 hours a week from January 2018, running an additional project on a Monday or Thursday.

Responsibilities and duties:

1. To liaise with managers or any other relevant person in charge where projects are based to ensure the smooth running of the service.
2. To review weekly notes.
3. To coordinate and support the volunteer team of their respective Doorstep Libraries and contribute to achieving targets.
4. To work with the volunteers to set and review quarterly goals for each child/ family.
5. To “door knock” to recruit new families outside of the weekly sessions, or during when not needed as part of the volunteer team.
6. To know the families well and to visit families as part of the volunteer team as and when necessary.
7. To focus on getting to know “Priority” families and support volunteers allocated to them. To keep the Project Coordinator well informed about the progress or difficulties of each of these families and provide direct support for priority families as required, outside of the weekly sessions.
8. With the Project Coordinator, to coordinate the implementation of the Signposting programme and guide volunteers to community services, activities and local and specialist organisations relevant to specific families. To devise termly signposting plans for Priority families.
9. To liaise with the Project Coordinator to ensure appropriate pairings for new volunteers.
10. To support individual volunteers as issues arise, reporting concerns to the Project Coordinator.
11. To deliver a system of individual annual appraisals for volunteers.
12. To coordinate and participate in the end of term evaluation sessions with the volunteer teams.
13. To contribute to the end of term internal reports as required.
14. To attend quarterly Team Leader meetings to share knowledge and best practice, and to review activities and progress across projects.
15. To manage the stock of books on the project and ensure book requests are forwarded to the Project Coordinator.
16. To undertake additional duties as from time to time may be required.

Person specification:

This position would suit someone with experience of volunteering or community based project work:

* Experience coordinating and supervising volunteers;
* An appreciation of the importance of reading for pleasure and of parental involvement in a child’s education;
* At ease with children and interested in children’s literature;
* Passionate about social justice;
* Good at developing relationships, a very good “people person”;
* Knowledge of local services for families/ children, ideally in Hammersmith & Fulham;
* Hands on, organised, good team player, flexible and imaginative;
* A strong grasp of written and spoken English (you will be reading aloud to children and developing their vocabulary through conversations connected to the reading and talking with parents, as well as coordinating teams of volunteers).