

Role description for Team Leader (Voluntary role)

Make a life-changing difference—one Reader at a time

Read Easy UK provides free, confidential, one-to-one reading coaching for adults who struggle with reading, delivered through a dedicated network of local volunteer groups. Across the country, our volunteers are helping adults gain the skills and confidence to read, opening the door to new opportunities in work, family life and everyday independence.

By volunteering with Read Easy, you can play a direct role in transforming someone's future. Whether you're coaching a Reader, helping run a local group, or spreading the word in your community, your time and commitment can have a lasting impact.

You can learn more about the difference volunteers make by visiting the [Read Easy website](#) to read real stories of adults whose lives have been changed through Read Easy.

Outline of the Team Leader role

As the Team Leader you are responsible for the proper and effective direction of your local group. This role will appeal to someone with enthusiasm and energy who will enjoy managing a team of diverse volunteers. Ideally, the Team Leader will remain in this role for at least two years.



How we will support you

You will be provided with a full induction and training, a Management Team Handbook and all the policies, and guidance specifically needed for this role, including access to support from a Read Easy UK Regional Adviser, as well as support from your local group. You will also be invited to Read Easy UK's regional and national forums which create opportunity for you to network with volunteers from other groups.

What you will be doing

- Be a visible ambassador for your group, building meaningful relationships with stakeholders and representing Read Easy with pride.
- Champion the reputation of your group and Read Easy UK, helping everyone uphold the organisation's values.
- Leading your group to develop strategically, so that it functions effectively in delivering reading coaching to as many people as possible.
- Inspiring and supporting team members, helping them thrive and enjoy the roles they love and managing succession planning for the group.
- Leading the Management Team in setting goals and planning activities
- Delegating projects to your Deputy Leader, such as setting up a new hub or developing remote coaching for your group, to reach even more people eager to learn to read.



- Ensuring that everyday tasks are delegated and effectively completed so that all on the Management Team are able to contribute to the success of Read Easy locally.
- Providing encouragement and support to [Hub Leaders](#) to help hubs grow and succeed.
- Leading meetings and setting agendas.
- Playing a vital role in ensuring the group meets its Constitution and Affiliation requirements, and that the guidance from Read Easy provided to keep things running smoothly is followed
- Liaising with other Team Leaders to discuss issues and share best practice
- Building strong relationships with your Read Easy UK Regional Adviser.

The skills you need

- Strong leadership and team management skills and experience, with ability to motivate and inspire trust and confidence in others.
- An ability to think and act strategically, set goals, plan work and delegate.
- A willingness and ability to challenge others, deal with underperformance and manage conflict when necessary.
- Reasonable confidence in using IT.
- The ability to use initiative and work independently.
- A willingness to abide by Read Easy policies and procedures.
- An open attitude that encourages two-way communication and willingness to ask for and offer support to the Team.
- A non-judgemental attitude and respect for others, with a commitment to equality and diversity, so that you can make everyone feel valued and included.
- Energy and enthusiasm with four to five hours a week to commit to the role.

What is in it for you?

- Use your knowledge and skills to lead a team to support Reader achievement
- Meet and work collaboratively with new people
- Be active and engaged, adding value to your local community.

Interested?

If you think you can offer the time, skills, and experience that we are looking for and would be interested in taking up this role, please contact the person who sent you this role description.

Please note: All Read Easy volunteer roles are subject to Safer Recruitment procedures which include verification of identity and two references, and eligibility for Management Team roles in line with [Charity Commission regulations for trustees](#).

This role does not require an Enhanced DBS Check (in line with [DBS Code of Practice](#)) however the role holder may require one if they also hold the Coordinator Supporter role

Please see the 'Introduction to Read Easy for potential Management Team volunteers' to find out more about the structure and responsibilities of the Management Team.

To find out more about Read Easy as a whole, visit our website at: www.readeasy.org.uk

"It's been a life-changing experience. Last week I read a book to my grandson. I never read to my children because I couldn't." Peter, from Read Easy Poole