

## Do you want to make a difference? Could you be Read for Good's new Hospital and Books Project Officer?

Are you super organised, great at communication and someone who likes variety? You might not have considered a role in a charity before but this is a really exciting opportunity to make a tangible difference. We are looking for someone who is enthusiastic and energetic to support the delivery of our book and storytelling programmes in hospitals and schools across the UK. It might suit someone early in their career or who has transferable skills from another sector.

- Full-time, salary from £25,000 subject to experience
- Office-based role in Nailsworth, Gloucestershire with flexibility for the right person
- Due to location, own transport is desirable; some national travel will be required on rare occasions
- Closing date for applications is 31 March, although we are actively interviewing - early applications will be prioritised until the position is filled
- To apply send a CV along with a covering letter telling us why you want to work for us and how you meet the person specification (maximum 800 words) to [cherry@readforgood.org](mailto:cherry@readforgood.org)



### Why work for us?

Read for Good is a national charity committed to improving the lives of children in schools, hospitals and communities across the UK. We are a talented, innovative, inquisitive bunch who share a passion for making a difference in the world. Alongside our wider team of freelancers, volunteers and trustees, we thrive in a culture that encourages curiosity, collaboration and creativity. Our distinctive branding, enthusiasm for internal and external partnerships, high professional standards and our passion to create compelling programmes that deliver results mean that we punch above our weight.

We pride ourselves on our charity's impact. Whether it's featuring on [BBC One's Children in Need appeal show](#), [BBC Radio 4's Charity Appeal](#), or hosting events for tens of thousands of children with the likes of Greg James, Bear Grylls, Cressida Cowell and Michael Morpurgo - we always aim high and drive for results.

We believe people benefit from working together, so our family-friendly roles are based in modern, light, plant-filled offices with free parking, next to a stream filled with wildlife and just a 5-minute walk from the lovely shops and cafes in the beautiful Cotswolds market town of Nailsworth.

Did we mention we're mad about books?!

As one member of our team said "It doesn't feel like work!"

Don't worry if you don't tick all the boxes in our person spec - you might still be just the right person for our team. If you're excited about working for us, and have most of the skills or experience we're looking for, please apply. Check out our website and LinkedIn for other available roles.

## Job Description:

- Organise the day to day logistics of our Brilliant Box of Books programme
- Build relationships and liaise with our hospital contacts regarding delivery of our flagship scheme taking books and storytellers to hospitals around the UK
- Support our team and storytellers with hospital communications, bookings and invoicing
- Collate feedback from storytellers and beneficiaries of our programmes
- Work with external suppliers to ensure timely delivery of books and bookcases/branded materials to hospitals, schools and other settings in need
- Evaluate and report on programme delivery
- Assist with organising our annual storyteller conference and our organisational policies and protocols

## Person Specification:

### Ideal skills and experience

- A track record of organisational and project management skills
- Attention to detail
- Strong written and verbal communication skills
- Excellent interpersonal and networking skills
- Ability to stay focused on a task, whilst able to balance multiple priorities
- High professional standards, with good level of literacy and numeracy
- Experience of standard IT packages including spreadsheets

### Personal qualities

- Ambitious and desire to work to a high professional standard
- A proactive and energetic personality, adaptable and enthusiastic
- Self-motivated, curious and able to be effective independently as well as part of a team
- Willing to work hard and with a flexible 'hands-on' and 'can-do' attitude
- An understanding that as a small team, there are times when everyone has to muck in

### General requirements of all staff

- Supportive of Read for Good's mission of getting kids in the UK reading for pleasure
- To work with integrity, good governance and compliance, in line with Read for Good's policies and procedures
- Adhere to the highest standards of best practice, including safeguarding and the Fundraising Regulator's Code of Practice and other relevant legislation
- Confidentiality – maintain a strict confidentiality of information
- Good standard of written and verbal English, and competent IT skills
- A willingness to occasionally work outside office hours, attend external meetings, travel and make overnight stays
- Undertake any other duties as reasonably required by the organisation
- This role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and suitable references

## What we offer in return:

- 25 days holiday (plus Bank Holidays)
- In addition, office closed between Christmas and New Year
- Pension scheme
- Flexible, caring, people-centred culture
- Training and internal opportunities to support professional career development
- Access to a free 24/7 confidential counselling service
- Ample free parking and bike racks
- Spacious offices with different break out areas including sofas, standing workspace and riverside outside space
- Regular office socials, free tea and coffee, and office book swap!

## Equality and Diversity

Read for Good celebrates the diversity of the communities in which we work and is fully committed to inclusion and equality of opportunity. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender identity, disability or who are part of other groups that are disadvantaged and/or marginalised!