

## Role description for the Administrator/Secretary (Voluntary role)

*“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*

Read Easy provides free, confidential, one to-one reading coaching for adults who struggle with reading, through a network of volunteer groups. Read Easy groups are changing the lives of individual adults across the country by providing them with the support they need to learn to read, and in turn opening doors for them to all sorts of new opportunities in life. You can read about the difference Read Easy makes [here](#) on our website.

### Outline of the Administrator/Secretary role

Being an excellent timekeeper and an organised individual, your administration skills will be vital to support the smooth running of the local Management Team. By recording actions agreed at meetings, and supporting the Team Leader, Management Team and Coordinator with administrative support, this role ensures that the group functions at its best and works in the most efficient and effective way to help adults learn to read in your community.



### How we will support you

You will be provided with the Management Team Handbook, training/induction, policies and guidance specifically needed for this role, including access to support from a Read Easy UK Regional Adviser, via your Team Leader. You will also be invited to Read Easy UK’s regional forums and annual conference which give volunteers an opportunity for networking with those from other groups.

### What you will be doing

- Arranging Team meetings with the Team Leader and distributing agendas
- Recording actions agreed at the team meeting and distributing notes on required actions
- Submitting Coach and Reader Finisher questions responses to REUK
- When required, supporting the Coordinator with printing and copying
- Supporting with general administration for your group
- Attending regular Management Team meetings, typically every 6-8 weeks

### The skills you will need

- A strong commitment to improving the lives of the people Read Easy works with.
- Good communication and people skills, with a commitment to maintaining



confidentiality.

- 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 an average of one to two hours a week to commit to the role.

### 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](#).

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](http://www.readeasy.org.uk).