

Job Title: Director
Location: 37 Albert Embankment, Vauxhall, SE1 7TL
Reporting to: Board of Trustees

Why work with READ International?

This is an exciting and unique opportunity to lead a UK based, rapidly growing, high-achieving, student-led international charity, delivering positive change to hundreds of thousands of students in East Africa and the UK.

READ has grown spectacularly, from the starting point of having our founding Director working from his kitchen table, to the current set-up, with 9 staff based in the UK office and one based permanently in Dar Es Salaam in Tanzania. This is an exciting opportunity to take the lead in an award-winning, dynamic, student-driven and ambitious charity.



We are an award winning Charity:

- Best International Aid and Development Charity in 2010 Charity Awards
- Best Corporate Partnership in 2010 Institute of Fundraising Awards
- Best New UK Charity in 2007 Charity Times Awards.

We have a network of big brand international corporate partners:

- Big Yellow Storage
- KPMG
- British Airways
- Staples
- Waterstones
- DHL

The work of READ International

READ International began life in 2003/4 as a small project, based at Nottingham University, founded by a group of socially entrepreneurial students following a 'gap year' teaching in Tanzania. Now there are close to 1,000 student volunteers involved, operating from a network of over 45 university sites across the UK.

We collect school textbooks and children's literature from primary and secondary schools throughout the UK, sort the books and send the most relevant, up-to-date, and high quality books to schools in Tanzania and Uganda. Any books collected which are not relevant or appropriate to send are sold online, given away in the UK, or recycled to generate funding.

Tanzania and Uganda follow a secondary school syllabus almost identical to the UK, but teachers often lack the resources needed to teach. In the UK newer editions of books inevitably replace the old (very often only a couple of years old though), which makes for good quality, but technically 'out of date' textbooks filling up school store rooms or ending up in landfill. We send them to where they are really needed, improving access to education to thousands of children in East Africa.

READ has grown rapidly over the past 3 years since we launched on the national stage in House of Commons in 2007. Since our first shipment of books in 2005, we have shipped a total of **850,000** books to Tanzania and are supporting the renovation of dozens of school libraries so that access to these books is also improved. We have also sent several tonnes of sports kits, science equipment, and school stationery. In Tanzania and Uganda we work closely with the Ministry of Education to ensure that our books go to where they are most needed. Our work in UK schools has also developed. We now deliver a workshop programme called 'Think Global', to secondary schools throughout the UK, in partnership with Oxfam GB to raise awareness of global citizenship to UK school children.

We have successfully established some very exciting partnerships: **Big Yellow Self Storage** provide us with free storage and a home for all of the books we collect at any of their sites across the UK; **British Airways** have provided us with many free flights and heavily discounted ones for all of our volunteers; **Latham and Watkins**, a city law firm, provide pro bono legal support; **KPMG** have provided us with a free office space in Dar es Salaam; **DHL** provide free transportation around the UK and provide discounts for our international freight; **Staples** work with us to collect disused stationery from thousands of UK schools and students at all of their UK stores; **Waterstones** collect books for us in their stores across the West Midlands; and the **British Library** have selected us as their CSR partner for 2009.

Since registering as a charity we have had our work recognised in a number of ways. READ International was winner of '**Best New Charity**' in the **Charity Times Awards 2007**, and '**Best International Aid and Development Charity**' in the **Charity Awards 2010** and '**Best Corporate Partnership in the Institute of Fundraising Awards 2010**'. We were shortlisted for Guardian Charity of the Year 2009 and a Charity Times Award 2009. Our founder and director Rob Wilson has been winner of Unltd awards, Social Enterprise Day Award 2006, and Enterprising Young Brit Award in 2010.

It never costs READ more than 50 pence to move one book from a UK classroom into the hands of a Tanzanian school child or teacher.

Our Vision:

We see a world where young global citizens achieve development through the power of education.

Our Mission:

READ International delivers collaborative, student led initiatives to improve access to education across the world and increase youth participation in the global community.

Our Values:

READ Takes Action....We take a 'never say never' attitude to global issues and embrace all things innovative, exciting and resourceful. We have a bias for action and we never shy away from a challenge.

READ is Cross Cultural....We open young people's minds and encourage them to become global citizens. We believe that an informed global community will find the solutions to world issues.

READ is Youth Led....We rely on the spirit of young people, their passion for volunteering and their interest in the global community. We never take this for granted, we listen to their voice and let them take the lead.

READ is Collaborative....We firmly believe that there is no limit to the things we can achieve when we all work together. We bring together a variety of individuals, groups, communities, and cultures to achieve our mission.

READ is Win-Win....There is a mutuality to everything we do; from our student volunteers; our beneficiaries in East Africa and right through to our corporate partners. Everybody benefits from READ's great work.

Candidate Profile:

You will already have experience of managing a small to medium sized organisation, including experience of successfully raising funds, diversifying income streams, developing external partnerships/relationships. You are committed to leading the expansion of READ International to meet the significant demands for educational resources in East Africa. You are also wanting to look to take the organisation to its full potential, which may include expanding it further still. You are devoted to development awareness, youth empowerment, recycling, global citizenship and the power of education. You recognise the importance and value of student volunteering. We are looking for someone who can quickly get to grips with what the organisation wants and how it works.

Job Purpose:

- To provide READ International with high-quality leadership and management
 - To take overall responsibility for recruiting new staff.
 - To give regular supervision to senior staff and to staff members who are not part of a team or who don't have a team leader.
 - To ensure that yearly appraisals are conducted for all staff and that staff develop skills to enhance their work through ongoing training.
 - Manage and develop the staff team necessary to achieve our aims and objectives; agreeing short to medium-term goals; identifying training opportunities and delegating where necessary.
- To ensure we are on course to meet our vision, mission and aims
- To manage the day-to-day issues of running a small to medium sized charity
- To provide financial security for the organization to deliver its objectives.
- To deliver in accordance with the annual work plan which is agreed between the Director and Board of Trustees

Key Deliverables:

- Develop and implement a new 3-5 year strategic business plan in line with our vision, mission and values from October 2011 onwards.
- Drive and improve the performance/management of the organisation
- Continue to expand our national network of student-led READ Book Projects.
- Manage and develop our existing corporate partnerships, as well as developing new corporate partnerships.
- Manage the operations in East Africa from the UK.
- Update and develop a fundraising strategy for October 2011 onwards.
- Work with the Board to implement a robust monitoring mechanism to support the effective delivery of the current and future business/strategic plans.
- Fundraise where appropriate to fulfill the needs of the business.
- Develop and maintain good relationships with stakeholders.
- Review the practices and services of READ International to ensure they are developed and delivered in accordance with current legislation and follow best practice.

Essential skills, experience and qualifications:

- Experience of managing a small to medium sized organisation.
 - Proven fundraiser able to target a range of sources and opportunities successfully.
 - Strategic thinker able to operate at a national level and effectively communicate a strategic vision both internally and externally.
 - Financial and budget management skills.
 - A strong and natural leader with experience in managing and supporting others
 - Someone who influences and can leave a lasting impression on all our stakeholders.
 - Excellent networking, partnership and interpersonal skills and the ability to communicate effectively, both written and verbally. Able to develop contacts and networks across a range of stakeholders, in particular government and other key decision-makers.
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- Self-assured, determined and reliable.
- Confident, charismatic and able to inspire and motivate a team.
- Energetic, solution orientated, driven, ambitious, and committed to finding creative solutions to problems.
- Excellent presentation skills.
- Excellent time management.
- Hardworking, committed and self motivated.
- Graduate level degree.
- Passionate about volunteering and international development.
- IT proficient with experience in working with Microsoft Office and Outlook.
- Willing to travel within the UK and outside the UK if necessary.
- Previous experience as a student volunteer preferable.

Time Commitment

- Full time, permanent contract. The role will commence on **Monday 17^h January 2011**. This can be slightly flexible if necessary.
- For the first 6 weeks you will be working alongside the current founding director during a handover period. You will be needed to make a 10 day trip to East Africa in February, which can be arranged on confirmation of the job role. But it is essential you are available for 10 days in February 2010.
- Following the first 6 weeks you will have ongoing support, guidance, advice from the founding director, the current staff team and of course the Board of Trustees.

What you can expect from READ International:

- Full training and induction from READ International
- IT/Communications: Laptop, Mobile Phone and mobile broadband internet access whilst working away from the office.
- Travel costs fully paid from READ London office to any work location.
- Support and advice throughout your role from experienced Board of Trustees.

Salary

Approximately £35,000 per annum

How to apply

Please send your CV and a covering letter expressing your reasons for applying and suitability for the position to our current director, Rob Wilson (Robert.Wilson@readinternational.org.uk) or by post to:

READ International
Vintage House
37 Albert Embankment
Vauxhall
London
SE1 7TL

Shortlisted candidates will then be invited to an interview in the London office.

- **The closing date for applications is 1st October 2010.**
- **READ International may contact you by phone before arranging an interview.**
- **1st round of interviews to be held during week commencing 11th October 2010.**
- **2nd and final round of interviews to be held during week commencing 25th October 2010.**
- **Successful applicant announced on 29th October 2010.**

Informal discussion

If you would like to find out more about the role or the organisation before applying, please contact us to arrange an informal discussion with Rob Wilson.
