

9 month Graduate Internship Community Book Drive Coordinator (1 x volunteer position available, 3.5 days a week)

Role Description and Person Specification

Why work with READ International on a 9 month internship?

This is a hugely exciting opportunity to work for a UK based, rapidly growing, high-achieving, student-led international charity, delivering positive change to hundreds of thousands of students in East Africa.

READ has grown spectacularly, from the starting point of having our founding Director working from his kitchen table, to the current set-up, with 7 staff based in the UK office and one based permanently in Dar Es Salaam in Tanzania. This is an exciting opportunity to play a 'hands-on' role with an award-winning, dynamic, student-driven and ambitious charity.



This opportunity is a chance to:

- Gain a foothold in the UK charity and international development sector.
- We are an award winning Charity.
- We have a network of big brand international corporate partners.
- You will develop a portfolio of skills for a career in either the voluntary and development sector or transferable skills for the private sector.
- You will work within a supported and encouraging environment.
- This is your chance to 'give something back', and help hundreds of thousands of children in both the UK and East Africa.
- You will gain invaluable experience in project management, volunteer management and fundraising at a national level, and attend voluntary sector training events and conferences.
- You will be given real responsibility from day one.

The work of READ International

READ International began life in 2003 as a Book 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 through our partnership with **Better World Books** 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 **564,000** 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 we're currently finalists in the **Guardian Charity of the Year 2009**. Our founder and director Robert Wilson has been winner of the 2 prestigious Unltd awards, been a finalist in the Enterprising Young Brit Awards 2006, won the Social Enterprise Day Award 2006, and been a finalist in the Edge Upstarts Young Social Entrepreneur of the Year Awards 2008.

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.

Role Description:

You will manage a selection of 50 student-volunteer-led community book drives – based out of university campuses. You will be responsible for ensuring they deliver to target on fundraising and book collection. You will provide support and advice for our student volunteers in reaching these targets.

The role is one of real responsibility focusing on volunteer management, development work and networking at a managerial level – primarily working with both student and staff networks within a university to make sure each READ International university project is making good, effective progress. You will be working from home and the London office but most often you will be out and about visiting your various UK University projects. Your role will include:

- Supported by the READ Community Book Drive National Manager. You will be tasked with the management of up to 50 community book drives.
- Providing leadership and support for Student Project Leader Interns running their READ Projects by a combination of face-to-face visits, telephone and email.
- You must also be willing to get your hands dirty and get stuck in to hands on help if and when needed.
- Feeding back all READ Project information to the National Manager.
- Working with both student and staff networks to ensure each READ Project is making good, effective progress.
- Acting as the main point of contact between the university staff and students and the READ International central office.
- Helping to organise, prepare and run events, including our annual READ International showcase, training session, and volunteer conferences.
- Answering telephone and email queries.
- Working with the National Manager to develop and improve the READ Project system.
- You will most probably have an opportunity to extend the voluntary contract with READ and work out in Tanzania and/or Uganda in July, August and September in 2011 to coordinate the 2011 Book distribution, as part of a small team. However this is not compulsory.

Skills and qualifications:

- Confident
- Charismatic
- Able to inspire and motivate a team
- Excellent networking, partnership and interpersonal skills and the ability to communicate effectively, both written and verbally.
- A strong and natural leader with experience in managing and supporting others
- Energetic, solution orientated, driven, ambitious, and committed to finding creative solutions to problems.
- Excellent presentation skills
- Excellent time management
- Previous experience as a student volunteer
- Hardworking, committed and self motivated
- Able to work as a team or alone
- Graduate level degree at date of starting job
- Interested in the work of READ International
- Passionate about volunteering and development
- Able to deliver to target
- IT proficient with experience in working with Microsoft Office and Outlook
- Willing to travel within the UK and outside the UK if necessary

- Willing to occasionally stay over night during project visits

Time Commitment

You must commit to working with READ International 3.5 days a week (9-5) for 9 months. The role will commence on **Monday 6th September, 2010**. This can be slightly flexible if you are a READ International volunteer in Tanzania in Summer 2010.

This is an unpaid role but we believe passionately in giving you the full training and support you will need. For your induction and training period you would be required to work the following dates:

Week One: 6th, 7th, 8th, 9th, 10th September

Week Two: 13th, 14th, 15th, 16th, 17th September

Training Weekend for new volunteers: 18th and 19th September

Week Three: 22nd, 23rd, 24th September

Week Four: 27th, 28th, 29th September

But following the first month your 3.5 days a week can be reasonably flexible within a Monday to Friday framework. So week five onwards you can choose which days you work - working 3 days out of the office and half a day in the London office each week.

The internship will run through to end of May 2011. Your last day will be 27th May 2011. However, you may wish to extend your volunteer role with READ and travel to Tanzania and/or Uganda to help coordinate the Summer 2011 annual shipment of books. However this is not compulsory.

Whilst as a READ employee you will be working from home, the office in London and various University locations. We therefore ask that you be as flexible as possible. You will be expected to work from the London office at least ½ a day a week, so it is highly recommended that you live in London, or close proximity to London.

What you can expect from READ International:

- Full training and induction from READ International in leadership and management.
- A £100 maximum monthly travel allowance to help contribute towards your costs getting to and from the office at least one day a week (e.g. a zone 1-2 travel card).
- A new top spec laptop – which can be yours to keep on completion of the 9 month internship.
- Mobile broadband internet access whilst away from the office.
- Travel costs fully paid from READ London office to any project site.
- Opportunity to network with and meet our range of corporate partners.
- Work experience in a national and international charity.
- Support and advice throughout your role from senior READ staff.
- Knowledge of and contacts/networks within the voluntary/third sector.
- Gain experience in events, fundraising, publicity, writing skills, communication, administration and anything else that comes up!
- Certification on completion – and hopefully a long and successful career in the voluntary sector, too!

Following the Role

This is a year long internship. However, READ is a small and rapidly growing organisation and there may well be opportunities to stay beyond the nine month contract – and possibly in a paid capacity!

Salary

The role will be an unpaid voluntary role.

How to apply

Stage One: Please send your CV and a covering letter expressing your reasons for applying and suitability for the position to our Director, Rob Wilson

Robert.Wilson@readinternational.org.uk or by post to:

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

Stage Two: Shortlisted candidates will then be invited to an online assessment prior to an interview in the London office.

The closing date for submitting an application is Wednesday 18th August 2010.

Interviews to be held on 23rd or 24th August 2010 - this is subject to applicants availability.

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 either Rob Wilson, Director, or Rose Blackie, National Book Project Coordinator. Please email Rob in the first instance to arrange this (address above).

EQUAL OPPORTUNITIES MONITORING FORM

STRICTLY CONFIDENTIAL

Any organisation can simply state that it does not discriminate. This does not make it a reality. Monitoring is essential to discover and eliminate discrimination in our work.

You are not obliged to complete this form if you do not wish to. However, it will help us to monitor our recruitment policy. Please mark appropriate categories.

Do not attach this form to your application form.

Age:

0-17 18-25 26-30 31-40 41-50 51-65 over 65

Care of Dependents:

- I am wholly or partly responsible for the day-to-day care of a dependent person (child or adult)
- I have no dependants

Ethnic Origin: (please tick more than one category if necessary)

African Arab Asian British Caribbean Chinese

Central/South American Irish Other European

Other (please specify) _____

Would you classify yourself as Black or White? _____

Disability:

Able bodied Person with a disability Person registered disabled

Other (please specify) _____

Sex:

Female Male

Sexuality:

Bisexual Lesbian/Gay Heterosexual

Other (please specify) _____

By returning this form you consent to our processing sensitive personal data. We may keep your information for a reasonable period in accordance with legal requirements if your application is unsuccessful or you cease to be employed by us. This information will be kept in accordance with the requirements of the Data Protection Act 1998.