



Reading Volunteer

We exist to change children's life stories through the joy of reading. We partner with schools to develop whole-school reading cultures, and to provide one-to-one reading support.

As a volunteer, you'll read with children aged 5-10 years old. We offer both online and in-person reading volunteer opportunities.

Bookmark is committed to promoting a diverse and inclusive community. We aim to create an environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Bookmark is an equal opportunities employer, and we welcome applications from all sections of society and the communities we operate in.

Bookmark is committed to safeguarding and promoting the well-being and welfare of children and young people and requires everyone associated with the charity, including all trustees, employees and volunteers to share this commitment.

By signing up to be a Reading Volunteer, you agree to adhere to the commitments required in this Role Description.

Your Commitment

- Ensure we reach as many children as possible by delivering one-to-one reading sessions to support as many children as you are able
- Deliver two thirty-minute reading sessions a week, across six weeks
- Commit to delivering all twelve reading sessions in your programme and only cancel sessions in exceptional and unforeseen circumstances (such as illness)
- Complete at least three reading programmes a year – and we'd love you to do more – so we can support as many children as possible
- Deliver fun, impactful reading sessions to ignite the joy of reading in children using the training, guidance and resources provided by Bookmark
- Provide Bookmark with feedback about the programme and your experience as a volunteer



Reading Volunteer

Person Specification

- A positive advocate for Bookmark and able to demonstrate our values
- Adhere to Bookmark's safeguarding policy and procedures
- Adhere to Bookmark's [Code of Conduct](#)
- Passionate about literacy and its importance
- Proficient in computer skills, including use of our online reading platform, our training and our Volunteer Hub
- Fluent in English and a competent reader
- A good communicator with excellent listening skills
- Able to work one-to-one with children at their pace
- Able to show enthusiasm, encouragement, empathy and patience
- Trustworthy with a friendly manner
- Reliable, punctual and committed to each reading programme
- Able to work professionally and collaboratively with others

Training

- Complete initial online training package, including safeguarding
- Refresh your safeguarding training as required
- Engage with additional Bookmark training resources and other opportunities to develop your skills and build your knowledge
- Complete other necessary training updates as required
- Ask for and provide support and learnings to other volunteers through our online community

Safeguarding

- Complete all relevant checks in line with our [Safer Recruitment Policy](#) to ensure suitability to work with children
- Ensure your DBS check is registered on the DBS Update Service. If it is not, this must be renewed every 3 years
- Understand that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children
- Safeguard and promote the wellbeing and welfare of the children you are responsible for, or come into contact with, in accordance with Bookmark's safeguarding policies and procedures
- If you have any concerns about the safety or wellbeing of a child, you have a duty to report these concerns, so the right people can help
- Report safeguarding concerns as outlined in the safeguarding policies and procedures
- Share and adhere to Bookmark's commitment to safeguarding and promoting the well-being and welfare of children

The Bookmark Community

- You'll be joining a vibrant and diverse volunteer community. We encourage you to engage with other volunteers through chat groups, forums and events.
- The [Volunteer Handbook](#) provides a useful overview of volunteering at Bookmark and the support available. We encourage you to read this ahead of starting your volunteering.