

Trustee Role Description and Person Specification

*“As a result of learning to read, I’ve completed and passed my
land drilling NVQ and site supervisor CSCS card.”
Lawrence, from Read Easy Torbay*

What we do

We help adults learn to read by providing them with free, confidential, one-to-one reading coaching from trained volunteers. This can help our readers to grow in confidence and self-esteem, access other learning and qualifications, improve their employment opportunities, and take a fuller and more effective part in family and home life, their local communities and wider society.



Read Easy UK enables local volunteers to set up and run affiliated groups to provide coaching in their own communities. We have 36 groups across England, with another 13 currently being formed. For more details about what we do and to hear from some of the people whom we have helped, please see our website: www.readeasy.org.uk

Opportunities and challenges

The first Read Easy group was set up in Dorset in 2010 and Read Easy UK has grown rapidly. We have developed a well-structured, professional, cost-effective and replicable volunteer model, respected for the quality of the service we provide and increasingly recognised as the *only* organisation attempting to provide this service on a national level.

Despite the challenges brought by the COVID-19 pandemic, we have remained financially healthy and have bold ambitions for the coming years. These include:

- Extending our reach, growing to over 100 affiliated groups by 2024
- Exploring ways in which remote coaching can supplement our traditional face-to-face model
- Contributing to an ongoing national discussion about adult literacy, reducing the stigma of not being able to read and encouraging more people to seek support

We are now recruiting two new Trustees to help support the charity through this challenging expansion. Specifically, we are looking for one Trustee with **financial/accounting** experience and one with **legal** expertise.

Trustee role

To become a trustee, you will need to demonstrate a commitment to the work, values and vision of Read Easy. You will be a clear thinker and a good communicator and be willing and able to devote time to the role, including providing advice to the Chief Executive or other Board members when required.



All Trustees share responsibility for the organisation. In addition to the standard responsibilities set out by the Charity Commission, the two new Trustees we are appointing now will have specific roles.

Treasurer

S/he will have considerable accountancy experience at a senior level and be expected to:

- Produce summary management accounts from information supplied by the staff
- Monitor cash flow and review forecasts
- Authorise payments
- Review the statutory annual accounts
- Provide accounting advice as required

Legal

S/he will have broad-based legal knowledge and experience and be expected to:

- Advise the Board and Management Team on any legal issues that may arise
- Demonstrate sound commercial, analytical and legal skills
- Flag up when external specialist legal advice is needed

You do not need prior Board experience to become a Trustee at Read Easy, and we especially encourage younger candidates and BAME candidates to apply. Experience of working with expanding organisations that have been through the process of 'scaling up' would be helpful.

Meetings and time commitment

Board meetings are currently held via Zoom four times a year, on Monday evenings, but we will be reviewing our arrangements post COVID-19 and look forward to again meeting in person. Trustees need to allow extra time for preparation and follow up from meetings, as well as other occasional involvements, such as working groups.

Opportunity

The position of Trustee is purely voluntary. In return for giving your time and expertise you will have the opportunity to make a real contribution to changing the lives of disadvantaged people.

If you would like to apply to become a Trustee, please send your CV (including the names and contact details of two referees), along with a letter outlining the reasons why you are interested in the role and, specifically, the contribution you think you could make. Applications should be sent to Ginny Williams-Ellis, Founder and CEO, at ginny@readeasy.org.uk

The deadline for applications is **Friday March 19** and shortlisted candidates will be interviewed via Zoom in early April.

Thank you for your interest in our work. We look forward to hearing from you.

*"It just broke my heart when I couldn't read to my twin daughters
– now I can help them with their homework."*

Sarah, from Read Easy Gillingham & Shaftesbury