

# Volunteer Role: Independent School Book Drive Coordinator

## Commitment: 4 hours per week during term time



## About Us

The Children's Book Project is a registered charity that directly tackles inequalities in well-being, self-esteem and educational outcomes amongst children by gifting beautiful, contemporary books to young people with very few books of their own. We will gift 350k pre-loved, carefully curated books to children across the UK this year including via schools, foodbanks and women's groups and work hard to ensure the relevance and appeal of every book gifted.

## Our Independent School Gifting Programme

We receive over 50,000 books each year via school Book Drives, which are an opportunity for children and families at a school to donate any books that they've grown out of at a collection event. These events commonly take place over a couple of days and are supported by posters, in the school newsletter and social media. The response (and volume of books donated) is always astonishing and we make every effort to make each school (and child) feel appreciated.

Over forty schools have now invited families to bring in books they've grown out of so that they can be found new homes within the communities we support. A Book Drive is commonly held over two consecutive mornings and parents are invited to bring in books at drop off. It's not uncommon for a drive to yield an incredible 1,500 books and alongside that a wonderful 'book buzz' at each donor school. Children appreciate the opportunity to give something tangible, whilst parents value the chance for their family's books to find new owners.

## Core aim of this volunteer role

We are looking for a volunteer that can help tell London schools about us and invite them to run a Book Drive on our behalf, and that can help nurture our existing donor school relationships.

We envisage that this role will require four hours per week during term time. We are a grassroots organisation with very limited funding and as such it would probably suit someone happy to work at home using their own laptop. However, if successful you will be invited to attend an induction event at our premises in West London and to meet the rest of our team. We can continue to meet and will make ourselves regularly available for feedback and to help. We will pay all out of pocket expenses.



## Outline role description

- To establish relationships with new donor schools and support them to run a Book Drive
- To nurture these and existing relationships ongoing

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1. To raise awareness of and interest in running a Book Drive amongst targeted London schools (by both phone and email)
2. To respond to school enquiries with further information as required
3. To liaise with each school to support their Book Drive, including the provision of promotional materials, assembly resources and for the collection of books
4. To communicate planned book drives to our social media manager and with the wider team
5. To celebrate and thank every school following a successful book drive including via a tailored email of thanks, a personalised certificate of thanks and via social media
6. To nurture existing school relationships e.g. by ensuring they receive our ongoing communications, invitations to events etc.
7. To explore potential for further commitment or support from each school.

## Who are we looking for?

This role will suit someone with previous project management experience, happy to liaise with multiple stakeholders in a number of schools and happy to communicate by both phone and email:

- A passion for our cause and understanding of its potential to effect real change
- Affinity with our values as a grassroots organisation that every supporter and volunteer also benefits from the experience
- Excellent English language and all-round communication skills, with the ability to communicate clearly and in an engaging manner with potential supporters
- Ability to plan and work independently, sharing information with other volunteers when required
- Excellent relationship building skills: ability to nurture a relationship with volunteering organisations and help them to understand the value they bring.
- Excellent organisation and administration skills

## Anticipated commitment

This role can be undertaken 'remotely' at home or can be office based at our premises (SW10 until December and W10 thereafter) where there are usually other volunteers on site at least three days per week. We anticipate that this role will require a commitment of four hours per week during term time planned around your existing commitments.

## To find out more or to apply

If you are interested in applying please email [liberty@childrensbookproject.co.uk](mailto:liberty@childrensbookproject.co.uk) with a brief description of your experience and why you are interested in the role.