

Volunteer Role: 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 450k 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 Gifting Programme

We receive over 160,000 books each year via Book Drives, mainly run by schools but increasingly by community groups and corporates as well. They are an opportunity for children, families, employees 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 newsletter/emails and social media. The response (and volume of books donated) is always astonishing and we make every effort to make each organisation feel appreciated.

It's not uncommon for a drive to yield an incredible 1,500 books and alongside that a wonderful 'book buzz' at each donor organisation. Children appreciate the opportunity to give something tangible, whilst parents or employees value the chance for their family's books to find new owners.

Core aim of this volunteer role

We are looking for three volunteers to join our existing team that can help tell schools, community groups, sports clubs, offices nationally about us and invite them to run a Book Drive on our behalf. They would then help the organisation through the process develop long-term 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. We will make ourselves regularly available for feedback and to help. We will pay all out of pocket expenses.



Role objectives

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

Outline role description

1. To raise awareness of and interest in running a Book Drive amongst targeted schools and organisations (by both phone and email).
2. To respond to enquiries with further information as required
3. To liaise with each organisation 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 organisation following a successful book drive
6. To nurture existing 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 organisation eg. through the launch of our ambassador programme

Who are we looking for?

This role will suit someone with previous experience of working in a team, happy to liaise with multiple stakeholders in a number of schools and organisations 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 and wider team 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
- A knowledge of Google suite of products and relationship management systems would be beneficial

Anticipated commitment

This role can be undertaken 'remotely'. We anticipate that this role will require a minimum 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 anna@childrensbookproject.co.uk with a brief description of your experience and why you are interested in the role.