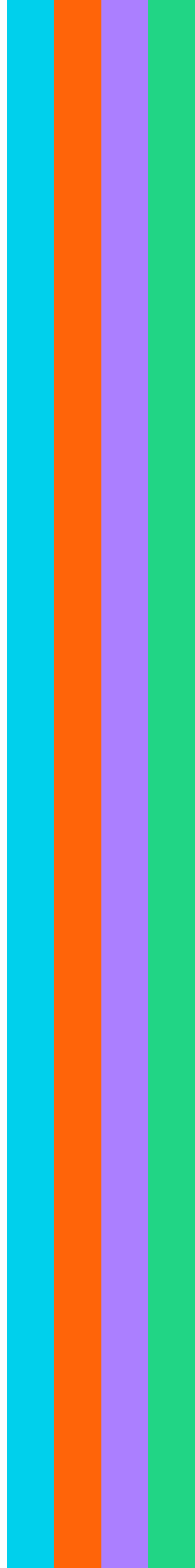


# CHANGING LIVES ONE BOOK AT A TIME

We create diverse and meaningful literary opportunities and experiences for all.

## DIGITAL OFFICER ROLE PROFILE

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# INTRODUCTION

The Reading Corner is seeking a Digital Officer to join our small team. In 2024, it is imperative that our online presence is up to date, eye-catching, and works smoothly for our beneficiaries, partners, and supporters. That's where you come in!

Alongside the CEO, Head of Operations, and Social Media team, you will be responsible for ensuring that our website is kept updated, contains relevant information and links, as well as adhering to the guidance provided by our Accessibility Officer.

You will play a crucial role in supporting our organisation's mission to promote literacy and a love for reading. Our website and other social/business platforms are the face of TRC and need to represent us in the best way possible. You will also assist other members of the team in their roles when appropriate.

Thank you for your interest, and please read on to find out more about us and the role.

Together, we can make a difference in the lives of individuals and communities through the power of literacy.

# ROLE RESPONSIBILITIES

As our Digital Officer, your duties and responsibilities will include:

- / Website Maintenance and Sparkle: With your WordPress/Wix knowledge, you will ensure that our website contains only the best quality content and information. This will include progressing our Tales of Diversity blog posts, ensuring links are correct, and all campaigns are accurately represented.
- / CRM Assistance: We are in the process of obtaining a new CRM for our volunteers and supporters. You will have some basic knowledge of this area to be able to provide support to our Volunteer Coordinator and Head of Operations to ensure smooth data analytics/storage.
- / Accessibility: Working closely with our Accessibility Officer, you will ensure our content is as accessible as possible to everyone. We promote an inclusive environment at TRC, and need to reach people from all backgrounds. This may include taking the initiative to suggest new ways of working.
- / Ad Hoc Digital Assistance: We use various platforms for our fundraising and outreach efforts, including Galabid, Donorbox and our own in-house BookClub app. You will provide some support to the managers in these areas if needed.
- / Confidentiality and Safeguarding: You will have access to confidential information, so it is important that you act appropriately with sensitive information.

# ROLE REQUIREMENTS

In order to be successful and get the most out of your volunteering with us, our new Digital Officer will need:

- / Experience of working with WordPress/Wix/other website development tools - ESSENTIAL
- / Experience of volunteering with a small charity, to know what needs to happen to support other departments digitally - ESSENTIAL
- / Ability to use your initiative - we are all volunteers, so rely on you being proactive to get things done, or ask us if you need support (we are always happy to give it!) - ESSENTIAL
- / Good communications skills, in some format - we are an inclusive organisation and want to ensure you are supported in working with our team. We normally use Slack to liaise with team members, among other platforms. By letting us know how we can interact best with you, we can work effectively - ESSENTIAL
- / Some experience of digital traffic analytics, etc. - DESIRABLE
- / Experience of working with other volunteers - DESIRABLE

# THE READING CORNER

The Reading Corner is a nonprofit organisation working to provide young children and adults with diverse and meaningful literary experiences. Our programmes include:

Literacy Development: Our Literacy Development Initiative is dedicated to improving the lives of underprivileged children by enhancing their literacy skills, confidence, and aspirations. We believe that every child deserves the opportunity to reach their full potential, regardless of background or ability.

Mentorships for Diverse Students: We believe in the power of mentorship to inspire and support students from diverse backgrounds. Over the course of nine months, our mentors will provide personalised guidance and support to help mentees gain the necessary skills to enter the industry, refine their work, and improve their portfolios.

We aspire to create a community where literature is seen as a catalyst for personal and societal transformation, where individuals are inspired to explore new ideas, cultivate empathy, and embrace the beauty of diverse perspectives.

**We envision a world where literacy is the catalyst for change. We're here to make a difference.**

# APPLICATIONS

We welcome applications in various formats:

Our [digital application form is here](#), please complete the relevant questions along with submitting your CV.

If you would prefer to submit a video application, please send this to [talent@thereadingcorner.uk](mailto:talent@thereadingcorner.uk) using a file sending service (i.e. WeTransfer), or Google Drive.

If you need further support on your application for accessibility, please contact us at one of the emails below.

Thank you for your interest in volunteering with The Reading Corner! We are expanding quickly, so if you don't quite meet the requirements for this particular role but want to work with us, please contact Laia or Steffi below.

We look forward to hearing from you.

## IMPORTANT CONTACTS

### **Laia Feliu**

Founder & CEO

[laia@thereadingcorner.uk](mailto:laia@thereadingcorner.uk)

### **Steffi Medrano**

Head of Operations

[steffi.medrano@thereadingcorner.uk](mailto:steffi.medrano@thereadingcorner.uk)

Registered Charity Number: 1204158

For more information, please visit our website [www.thereadingcorner.uk](http://www.thereadingcorner.uk)