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| Position title | Reading Group Facilitator |
| Location | Any of the 12 library branches |
| Responsible to (Department/Library) | Library Customer Service Manager Reading Groups Coordinator |
| Role summary | The Richmond Libraries are home to a number of lively and diverse reading groups. As a Reading Group Facilitator your role will be to lead and coordinate a Reading Group ensuring that everyone gets the most from their reading experiences. |
| Responsibilities | <ul style="list-style-type: none"> • Read the selected book in time for each monthly meeting. • Prepare some questions relating to the book in order to aid discussion from a reading group guide or from your own reading. • Research some information about the author to share with the group. • If necessary, set up the space where the reading group meets and help clear up at the end. • Welcome participants, ensuring new members feel at ease. • Act as main point of contact between library staff and group. • Communicate any announcements from library staff. • Facilitate discussions at meetings, encouraging everyone to participate and keep the discussion focussed on the book and the issues it has raised for readers. • Work with the groups to decide well in advance the list of books to read in forthcoming months. • Distribute sets of books to group members and collect previous sets. • Liaise with library staff to ensure that book sets are ordered in advance of group meetings. • Promote the group as appropriate recruiting new members if necessary. • Be the point of contact between members and staff passing on feedback/messages between group and staff. |
| Skills/abilities/knowledge required | <ul style="list-style-type: none"> • Passion for reading and able to read and write confidently. • Ability to read at least one book per month and understand the content. • Energetic and enthusiastic with an ability to inspire others. • Confident when speaking in a group setting. • Excellent communication and diplomacy skills in order to manage the dynamic of a group of up to 15 people. • Good organisational skills. • To undergo the council's Disclosure and Barring Service (DBS) check. |
| Time requirement | You will need 4-5 hours per month to plan the group meeting (research and preparation), liaise with library staff about content and lead the session once a month (Reading Group meetings are usually 1-2 hours). Note that this does not include time spent reading the book. |
| Length of commitment | We ask for a minimum commitment of 6 months. |