<table>
<thead>
<tr>
<th>Position title</th>
<th>Reading Group Facilitator</th>
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<td>Location</td>
<td>Any of the 12 library branches</td>
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| 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       | - 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 focused 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 | - 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. |