**Volunteer Needed! – Schools and Learning Administrator**

**Available for a regular morning/ afternoon per week (preferably Thursdays)**

**Help Ledbury Poetry deliver vital engagement activities to schools and young people!**

**The value and impact of this work cannot be overstated. For example:**

**Ashfield Park Primary, Ross on Wye: ‘The power of the day was very evident in the way all children responded. Our year group contains a number of rather challenging children, but very little was needed by our staff to maintain the very high standards of behaviour, energy and engagement that the children continued throughout the day. Even reluctant writers joined in with every activity and produced work that both we and they are truly proud of.**

**The vast majority of children went home and continued to write poetry in their notebooks that evening. This included a child with attachment disorder (meaning he can’t cope with challenge or failure) and a child who has been a school refuser and up until this year could not read or write at all. He went home and wrote 16 poems of his own!’**

**The schools and learning programme includes:**

**A programme of poet visits for primary and second schools and pupil referral units. Showcase and sharing events at Ledbury Poetry Festival. Performances at the Festival from leading poets, both for families and schools. A Young Poets Competition. Activities for children and families after school and during school holidays.**

**What you would do:**

**Tasks**

Keeping records and uploading documents

Collating information

Attending events in schools and other venues

Calling schools, artists and organisations

Booking appointments for performances

Generally supporting the delivery of a varied and vibrant community and educational programme.

**Skills needed (though training can be provided):**

**Person Specification**

Confident in making phone calls and sending e mails to schools, artists and organisations both charitable and statutory.

Preferably experienced at office organisational work

Organised and practical

Able to use Microsoft office and other relevant computer programmes