



Job description

Job title:	Policy and Programme Manager, Criminal Justice
Salary:	£40,000 per year pro rata
Contract type:	Fixed term for two years
Hours:	Flexible – full time or part time, up to 35 hours per week
Reports to:	Head of Operations
Direct/indirect reports:	None

Introduction

One person in six has poor literacy skills that impact on every area of their life. A child without good reading, writing and communication skills can't succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood of literacy failure by the age of five.

We are an independent charity dedicated to raising literacy levels in the UK by giving disadvantaged children the literacy skills they need to succeed. Our research and analysis make us the leading authority on literacy. We run projects in the poorest communities, campaign to make literacy a priority for politicians, businesses and parents, and support schools.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have 25 years' experience of delivering programmes and campaigns to improve the skills and confidence levels of those most in need of support. Partnerships are an essential part of our work – with the education sector, with businesses and with community partners. We work closely with both national and local government. Our funders and partners include high street brands such as McDonald's, WHSmith and Clarks Shoes, and large multinationals such as Pearson, KPMG and PwC. We have our main office in Vauxhall, London, and as well as people working to support our community activity around the country.

Since 2012 we have developed a flagship programme in the criminal justice sector – Books Unlocked. Since then it has grown so that it is delivered in approximately 60 prisons. Using the knowledge from this we are now about to launch our first programme in a YOI. This work is really important to our mission as it enables us to reach some of the most disadvantaged and vulnerable young people.

This role will lead our work in the criminal justice sector, working closely with a Programme Manager who is responsible for the delivery of programmes.

The postholder will also work closely with our policy team and with the wider community programmes team.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for leading the strategic direction of our criminal justice work, including programme development and policy work to achieve and evidence the desired outcomes and outputs.

1.2 Position in organisation

This role reports to the Head of Operations and is part of the community programmes team. The postholder will work closely with the Programme Manager, Community Programmes.

1.3 Working contacts

Internal

Work with staff across the charity, including the Director and senior management team and the Senior Policy and Communications Manager

External

Represent the charity externally, liaising with key stakeholders in the civil society and justice sectors, corporate and trust / foundation partners, local and national government (MoJ) national policy and programme leads as well as the media

Part 2: Key duties and responsibilities

2.1 Strategic leadership

- Lead the development of the charity's strategy in the criminal justice sector
- Monitor and analyse developments in criminal justice policy to ensure our work is up to date and responding to the current context
- Provide evidence-based responses to Government consultations where appropriate
- Create a strategy around key policy forums and consultation groups and ensure that we are able to input into these with a credible voice
- Ensure programmes are evidence-based and informed by current research and practice, and work in settings that meet organisational targeting criteria on deprivation and attainment
- Stay up to date with criminal justice research to inform programmes, campaigns, policy and the charity's wider work

2.2 Budget and financial management

- Work with the Head of Operations, the fundraising team and the Director to develop an income strategy and secure funding

- With senior management colleagues, develop and deliver sustainable business models, delivering income generation as applicable
- Work with the fundraising team to create new applications for funding
- Ensure programme budgets are managed effectively
- Be responsible for forecasting, funder/partner relationship management and reporting across all relevant areas

2.3 External relations and communication

- Build and maintain positive relationships and maximise a wide range of communication opportunities to raise the profile of the National Literacy Trust and our work in the criminal justice sector in the UK
- Build and maintain links with Parliamentarians and other key policymakers
- Maintain and develop links and key networks with other relevant organisations to share information and develop partnerships
- Represent the charity at conferences, meetings and other events, including workshops and platform appearances in relation to criminal justice
- With communications team colleagues, develop and implement communication plans for the relevant programmes

2.4 Other

- As agreed with the Head of Operations, initiate and input into the design of new programmes, campaigns, content and responses to address need

The postholder may also be required to undertake other activities as deemed appropriate by their line manager, Head of Operations or the Director, and to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Part 3: Person specification

3.1 Essential experience

- Strategic vision, leadership, planning and delivery of outcomes
- Delivery of work within the criminal justice sector
- Programme management, including financial and risk management within the charity and/or private sectors
- External senior stakeholder management
- Financial management, fundraising and income generation
- Relationship management, including management of funding and media relationships
- Work within the criminal justice sector

3.2 Knowledge and understanding

- Civil society and criminal justice policy
- Excellent practice relating to safeguarding of children and young people
- Understanding of research methodologies and impact measurement within the context of large-scale programmes
- Best practice relating to project and programme management
- Local authorities and local services and related structures, processes and drivers

- Structures, processes and drivers for local authorities and related services

3.3 Skills

- Excellent written and spoken communications to a variety of audiences, including key stakeholders in the civil society and criminal justice sectors, senior level local and national government, major corporates, national policy and programme leads, press and media
- Strong leadership skills
- Ability to keep to tight deadlines and to work effectively under pressure
- Ability to start up a project and drive it to completion within a tight timescale
- Excellent information management
- Event management

3.4 Other

- Commitment to equality and diversity
- Strong interest in literacy and social justice issues
- Imagination and enthusiasm to develop initiatives
- Ability to foster excellent partnership relationships
- Ability to collaborate and align stakeholder requirements

Part 4: Summary of terms and conditions of service

Location:	The postholder will be an employee of the National Literacy Trust. This post is based in London.
Probation:	This post is subject to a 12-week probationary period.
Notice:	This post is subject to a 12-week notice period.
Annual leave:	The annual leave entitlement is 28 days per year pro rata, plus public holidays. In addition, our office is closed from Christmas Day to New Year's Day inclusive and you are not expected to put any of your leave allowance aside to cover this.
Pension:	The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.
Expenses:	The role will require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.
Safeguarding:	The postholder will adhere to the National Literacy Trust's safeguarding policy for children, young people and vulnerable adults. This post is also subject to a Disclosure and Barring Service check.