



Job description

Job title:	Programme Manager, School Improvement
Salary:	£38,000 to £45,000 per year
Contract type:	Fixed term for two years
Hours:	Flexible, 28 to 35 hours per week
Reports to:	Head of Operations
Direct/indirect reports:	3 direct

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.

We work with secondary schools to improve support for literacy and ensure it is recognised as the vital skill set that underpins all areas of teaching and learning. Our Literacy for Life programme puts literacy at the heart of secondary school improvement, developing pupils'

subject specific vocabulary and ability to communicate effectively in all subjects. Following a successful pilot, we have secured funding to increase the number of schools taking part in direct programme delivery, and engage even more schools with training developed through the programme.

We are looking for an ambitious and experienced education professional to lead Literacy for Life, positioning it as the foremost national programme for raising literacy levels in secondary education. This will include managing all aspects of programme development and delivery, meeting targets for the number of schools engaged in training and working with colleagues to ensure the programme has a sustainable business model. You will be supported by consultants based across country, and will work with our development team and senior management team to manage relationships and reporting to funders.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for leading the delivery and development of the Literacy for Life programme, increasing its reach and impact. This will include working with colleagues to recruit schools (who will be part-funded to take part), reporting to the funder and delivering a dissemination seminar.

1.2 Position in organisation

This role is the lead for the Literacy for Life team and will directly line manage an Administrator as well as two regional consultants working around the country. It will also involve contract management with freelance associates, services and suppliers. The postholder will report directly to the Head of Operations, who is the senior management team lead for our training, consultancy and community programme delivery.

1.3 Working contacts

Internal

Close and collaborative working with the Head of Schools Business Development and our schools trading team

Close working with the Head of School Programmes and all teams across the organisation to support recruitment and relationship management with schools

External

Contact with key funders and strategic partners including at the most senior levels

Frequent contact and relationship management with schools and trainers

Part 2: Key duties and responsibilities

2.1 Programme leadership

- Lead programme delivery in order to meet desired outcomes and outputs and the various funders' aims and deadlines
- Deliver an effective business plan to meet targets for participation, with 46 schools taking part in the programme and at least a further 184 participating in training

- Ensure strategic alignment between the National Literacy Trust and key funders
- Manage and lead a small team including those based around the country

2.2 Budget management and financial sustainability

- Manage the programme budget and resources effectively and efficiently
- Develop and deliver plans for future programme sustainability, including income generation
- Work with the fundraising team to ensure the programme's delivery and development is funded and resourced and that relationships with funders and supporters are effectively managed
- Manage internal and external cash flow and financial reporting

2.3 Programme management

- Manage programme delivery in collaboration with team members, including taking enquiries, school recruitment, training, content development, safeguarding, risk management, quality assurance, and event and contract management
- Manage evaluation and impact measurements
- Report internally and externally, to a high standard
- Work with the trading team to share good practice and align activity, impact and evaluation

2.4 Communications

- Develop and implement a communications plan
- Provide communications and copy for press, online and other purposes in collaboration with the communications team and stakeholder organisations, and manage relevant web content
- Provide regular programme updates to partners and other interested organisations
- Represent the National Literacy Trust at meetings and other events, including delivering training, workshops, seminars and platform appearances where appropriate

The postholder may also be required to undertake other activities as deemed appropriate by their line manager 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

- Demonstrating strategic vision, planning and delivery of outcomes
- An outstanding track record as an education professional, with evidence of successful systematic school improvement either as a consultant or a senior leader
- Significant experience of strategically leading literacy in a school environment
- Application of evidence-based practice in school as a teacher, senior leader or consultant

- A track record of building, maintaining and developing relationships and networks with a range of partners across the education sector to maximise organisational reach and influence
- High-level advocacy
- Managing and motivating a team
- Financial management, fundraising and income generation

3.1.1 Desirable experience

- Delivery of education-related programmes or projects in a charity or public-sector context (desirable, but not essential)

3.2 Knowledge

- Extensive understanding of secondary school leadership and literacy pedagogy
- Current literacy policy and practice, including within schools
- Excellent practice relating to safeguarding of children
- Impact measurement within the context of a large-scale project or programme
- Evidence-based practice and policy drivers as they relate to literacy and reading in educational settings (desirable)

3.3 Skills

- Outstanding influencing skills
- Ability to identify evidence-based practice through observation visits
- Strong team management skills
- Excellent written and spoken communications to a variety of audiences
- Ability to keep to tight deadlines and to work effectively under pressure
- Ability to work autonomously when necessary
- Ability to collaborate and align stakeholder requirements
- Ability to foster excellent partnership relationships

3.4 Other

- Commitment to equality and diversity
- Strong interest in literacy and social justice issues

Part 4: Summary of terms and conditions of service

Location: The postholder will be an employee of the National Literacy Trust. The post is based at the National Literacy Trust, 68 South Lambeth Road, London SW8 1RL.

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.