



## Job description

<b>Job title:</b>	<b>Project Manager, Early Years</b>
<b>Salary:</b>	<b>£32,000 per year</b>
<b>Contract type:</b>	<b>Fixed term for 12 months</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Reports to:</b>	<b>Head of Local Areas</b>
<b>Direct/indirect reports:</b>	<b>None</b>

## Introduction

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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 will struggle to succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood that, by the age of five, a child's literacy skills will be below average.

The National Literacy Trust gives children and young people from disadvantaged communities the literacy skills to succeed in life. We work with schools and other education settings, with communities and partners, and directly with children and families. Our research and analysis make us the leading authority on literacy and drive our interventions.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have more than 25 years' experience of delivering programmes and campaigns to improve literacy, and work closely with both national and local government. Our funders and partners include well-known brands such as McDonald's, WHSmith and The Premier League, and large multinationals such as Lancôme, KPMG and Amazon. We have an office in Vauxhall, London, as well as people working to support our community activity around the country.

This new post will manage the set-up of a new Early Years Action Zone across Camborne and Redruth, in Cornwall. This programme will deliver a range of activities including book gifting, volunteer support and campaigns, working with local partners to add value and enhance existing offers. We have already begun to design the programme and consult stakeholders in the local community. Your role will be to manage the set-up, lead ongoing consultation

and partner engagement, refine the proposed plan of action and launch the programme. You will then begin to deliver a cohort approach, which will support all families with new-born children in Camborne and Redruth during its first year.

Delivery beyond this first year is dependent on further funding being secured. At that point, we will expand the programme to add new cohort each year until we are working across ages 0-5.

## **Working with us**

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Our people are our most important asset and we value and respect diversity in all its forms (seen and unseen). We particularly welcome applications from those from Black and Asian candidates, people with disabilities and candidates from the communities in which we work. We would like to increase representation of these groups among our staff as we know greater diversity will lead to an even greater impact for our work. We are also committed to providing training, mentoring and support to help us bring new perspectives and experiences into the organisation, and ensure that our staff have the skills and understanding they need to talk confidently about the challenges communities face and our role in addressing them.

We encourage a flexible working approach that allows each person in our team to work in a way that suits their circumstances and enables them to contribute to our success, whoever they are.

## **Part 1: Job profile**

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### **1.1 Main purpose of job**

This role is responsible for managing the set-up and delivery of the Early Years Action Zone in Camborne and Redruth, Cornwall. This includes community engagement, partner consultation, project planning and the first phase of delivery.

### **1.2 Position in organisation**

This role is part of the communities team and reports to the Head of Local Areas.

#### **Internal**

- Close working with the Hubs team
- Close working with the early years team
- Close working with the campaigns and communications team
- Working with the development team

#### **External**

- Contact with local authority leaders and partners, at all levels
- Contact with regional strategic partners
- Contact with funders and potential funders
- Contact with local and national media
- Contact with community organisations and partners
- Contact with schools.

## **External**

Managing relationships with project participants, local authority partners and funders.

## **Part 2: Key duties and responsibilities**

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### **2.1 Project management**

- Work with the Head of Local Areas to refine initial plans for delivery
- Plan and deliver a community engagement and consultation process
- Secure buy-in from strategic partners to support delivery
- Carry out a needs and gap analysis to identify priorities for local children and families
- Produce and implement a programme delivery plan
- Manage and deliver the first phase of the programme, including logistics, safeguarding, risk management and quality assurance, all to a high standard
- Deliver related home learning environment support in Cornwall, including activities with partners, promoting resources and developing a signposting guide for parents, as part of our Hungry Little Minds work (due to end 31 March 2022)
- Work with the research and evaluation team to plan and delivery robust evaluation activities

### **2.2 Relationship management**

- Develop and maintain relationships with key partners and stakeholders

### **2.3 Data insights**

- Understand local data, both published and local data sets
- Understand the data and insights that can be gained from it to support delivery to families

### **2.4 Budget and financial management and sustainability**

- Manage any delegated budgets
- Plan spend for future projects based on anticipated income
- Identify opportunities for local funding
- Work closely with the development team and Hubs to secure funding

The postholder may be required to undertake other activities as deemed appropriate, 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**

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### **3.1 Essential experience**

- Project management and design
- Supporting or leading work with early years practitioners and external stakeholders
- Event management and coordination
- Working with schools/nurseries/children

#### **3.1.1 Desirable experience**

- Training early years practitioners in settings and schools

- Working with families
- Using an online content management system for creating webpages

### 3.2 Knowledge

- Knowledge of the Camborne and Redruth community
- Evidence and current trends in the early years sector
- Current evidence around early years communication/language and the home learning environment
- Evaluation strategies and approaches
- A good working knowledge of Microsoft Word, Excel and Outlook
- Knowledge of Salesforce (desirable)

### 3.3 Skills

- Good external stakeholder relationship management
- Strong organisational skills, with attention to detail
- Able to use initiative and solve problems independently
- Able to manage multiple deadlines
- Good verbal and written communication skills
- Ability to work collaboratively
- Able to use data and undertake research

### 3.4 Other

- Commitment to equality and diversity
- Clear interest in and understanding of literacy and social justice issues

## Part 4: Summary of terms and conditions of service

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**Location:** The postholder will be an employee of the National Literacy Trust, which is based at 68 South Lambeth Road, London SW8 1RL. This post is based in Cornwall, as a home working role. There will be regular travel in and around the Camborne/Redruth areas to support programme delivery and partnerships.

**Probation period:** This post is subject to a 12-week probationary period.

**Notice period:** This post is subject to an eight-week notice period.

**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.

**Expenses:** The role will require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.

- Annual leave:** You will receive a total of 39 days per year (pro rata for part time staff), made up of 28 days' annual leave plus the closure of the office on all bank holidays and from Christmas Day to New Year's Day inclusive.
- Pension:** The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.
- Other benefits:** We provide a Cycle to Work scheme and access to other health and wellbeing benefits including an employee assistance programme, discounted gym membership, dental plans and health assessments.