

# Job description

Job title:	Project Manager, Home Learning Environment
Salary:	£32,000 per year
Contract:	Fixed term until 31 March 2023
Hours:	35 hours per week
Directorate:	School programmes
Reports to:	Programme Manager
Direct/indirect reports:	1 direct

## Our mission

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. Underpinning all of our work is our commitment to becoming a more diverse and inclusive charity, better at listening to and working in partnership with communities.

## Purpose of role

Research shows that children who were born or were infants during the pandemic have been most affected in terms of impact on learning and development. There is an urgent need to increase the number of children starting school with the required early language and literacy skills to engage fully with their education and develop the skills needed for later life.

With funding from the Department for Education, this role will deliver programmes and campaigns in targeted local areas to support the home learning environment. This work draws on our experience of place-based approaches and collective impact methodology, and will encourage families to chat, play and read with children aged 0-5.

You will support local leaders/coordinators in each area, ensuring we meet key milestones and targets, and work with the Programme Manager to develop our strategy for this work and secure funding for the future.

## Key contacts

The home learning environment team, and local delivery partners around the country, including Cornwall, Swindon, Croydon, Peterborough, the Wirral, Manchester, Birmingham, the Black Country, Doncaster, the North Yorkshire Coast, Newcastle and Middlesbrough.

## Outline of responsibilities

- Develop and maintain project plans and budgets, and report on these as required
- Work with each local area to agree project milestones and campaign targets, and ensure progress is on track and in line with contract requirements
- Develop and deliver training to ensure partners are equipped to deliver project activity
- Lead regular review meetings and calls with partners
- Support local campaign delivery, contributing to the development of materials
- Track campaign metrics and provide reports as necessary
- Ensure the required data, cases studies and evaluation evidence are collected
- Ensure grant claims are processed in line with requirements
- Provide reports and updates internally to ensure effective communication about the project and delivery
- Provide onsite support with events
- Provide effective line management for a team administrator

## Person specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Excellent project and budget management skills</li><li>• Experience of stakeholder/partnership management</li><li>• Awareness of the importance of the home learning environment</li><li>• Good knowledge of schools, education and parental engagement</li><li>• Excellent communication skills</li><li>• Logical and well organised</li><li>• Adaptable and flexible team player</li><li>• Working independently and problem solving</li></ul>	<ul style="list-style-type: none"><li>• Handling sensitive/confidential information</li><li>• Contract management</li><li>• Working with families of young children</li><li>• Recruiting and supporting volunteers</li><li>• Event planning and delivery</li><li>• Delivering training</li><li>• Effective early years practice</li><li>• Place-based working</li><li>• Behaviour change campaigns</li><li>• People management and relationship building skills</li></ul>

## Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require regular national travel to support programme delivery and partnerships. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults. This post is also subject to a Disclosure and Barring Service check.