



Job description

Job title:	Project Manager, Hungry Little Minds
Salary:	£32,000 per year pro rata
Contract type:	Fixed term to 30 March 2020
Hours:	35 hours per week
Reports to:	Campaigns and Stakeholder Manager
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 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.

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 Lancôme, KPMG and PwC. We have our main office in Vauxhall, London, as well as people working to support our community activity around the country.

The early home learning environment is a key focus for our work, as simple actions in the home can strengthen a child's early language and literacy skills. However, this doesn't happen for many children and the resulting language and vocabulary gap is the foundation of much literacy failure.

Working with the Department for Education, we have developed a behaviour change approach which draws on the resources of business partners and other stakeholders to improve the home learning environment. The Department for Education has now launched Hungry Little Minds, a behaviour change campaign to improve the home learning environment of children in disadvantaged areas.

With funding from the Department for Education, we will use our experience of place-based working and knowledge of collective impact approaches to establish six Hungry Little Minds Communities. This work will give an immediate boost to the campaign and build the evidence for future investment in this type of approach. The locations across England will test three delivery conditions and an intensive process evaluation will be undertaken. In tandem with this work, we will develop a value for money model demonstrating the potential return on investment.

This role will be responsible for project managing campaign delivery in the six Hungry Little Minds Communities across England, with a particular focus on supporting the local leaders/coordinators in each area and ensuring we are meeting our key milestones and targets. The postholder will work as part of a small team based in London, but with regular travel to the areas involved – Scarborough/North Yorkshire coast, Middlesbrough, Newcastle, The Wirral, Cornwall and Croydon.

This post is available for an immediate start, due to short timeframes for delivery. Contract extension beyond March 2020 is subject to agreement of additional funding.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for the project management of the Hungry Little Minds Community model in six areas in England.

1.2 Position in organisation

This role is part of the home learning environment team, which has a total of nine members of staff, seven based in London and the rest around the country. This role will be line managed by the Campaigns and Stakeholder Manager, and work closely with the Evidence and Policy Manager for Hungry Little Minds.

1.3 Working contacts

Internal

Close working with the home learning environment team

Close working with staff in local areas (including National Literacy Trust Hub Managers) and the team who manage our place-based working
Close working with the campaigns and communications team
Close working with the research team
Close working with the early years team

External

Regular contact with local partners delivering the Hungry Little Minds Communities

Part 2: Key duties and responsibilities

2.1 Supporting local areas

- Agree project milestones and campaign targets with each local area
- Meet with each local area to audit and assess their maturity in place-based working
- Develop and deliver training, with the Campaigns and Stakeholder Manager and Evidence and Policy Manager, to support the local areas and ensure they are equipped to deliver the the project
- Create a forum for communication between the local areas
- Support the Evidence and Policy Manager and local areas to ensure the required data, cases studies and evidence in support of the evaluation are collected
- Work closely with Hub Managers in Newcastle, Middlesbrough and Scarborough/North Yorkshire coast to ensure they are meeting key milestones for the project
- Work with three local partner organisations who are leading activity in Cornwall, Croydon and The Wirral, and ensure they are meeting all contract/MOU requirements
- Ensure claims for expenditure are received, processed and paid quarterly in line with grant requirements

2.2 Project management

- Develop and maintain project plans and budgets, and report on these as required
- Provide quarterly reports for the DfE
- Provide reports and updates internally to ensure effective communication about the project and delivery
- Develop materials to support external communication
- Provide onsite support with events

The postholder may also be required to undertake other activities as deemed appropriate by their line manager or the Chief Executive, 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

- Excellent project management skills
- Budget management
- Stakeholder/partnership management

- Recruiting and supporting volunteers
- Event planning and delivery
- Delivering training

3.1.1 Desirable experience

- Handling sensitive/confidential information
- Experience of community mobilisation
- Contract management
- Working with families of young children

3.2 Knowledge

- Effective early years practice
- Place-based working
- Behaviour change campaigns
- Awareness of the importance of the home learning environment
- Excellent working knowledge of MS Office Word, Excel and Outlook
- Excellent knowledge of volunteer management and safeguarding
- Good knowledge of schools and education, and parental engagement
- Understanding the principles of effective communication

3.3 Skills

- Strong attention to detail, with excellent written and spoken English
- Clear and confident communicator, able to talk with people at all levels
- Logical and well organised
- Motivated, proactive and able to think outside the box in unplanned situations
- Team player, adaptable in situations of frequent priority and focus change
- IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases
- Working independently and problem solving

3.4 Other

- Confident and enthusiastic
- 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 could be based in the London office or in/near one of the seven focus areas, with regular contact with the central team in London.

Probation period: This post is subject to a 4-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: 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.