



Job description

Job title:	Project Manager, Literacy Communities
Salary:	£35,000 per year
Contract type:	Fixed term for three years
Hours:	35 hours per week
Reports to:	Head of Operations
Indirectly reports to:	Senior Policy and Communications 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 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.

National Literacy Trust local areas work is an important element of our strategy. This is predominantly our work in Literacy Hubs. A Hub is a ten-year, place-based response to the challenges of intergenerational low literacy, working with a range of partners to shape and deliver activity as part of a local strategy. Our Hub work is complemented by regional campaigns, including Read North East. Campaigns bring together a coalition of partners from across the region and use behaviour change methodology to influence behaviours which improve literacy.

Our ambition is to work with more areas and support them in reaching the people most in need. This new role will be responsible for recruiting local literacy leaders at a variety of organisations around the country, and supporting them to achieve maximum impact in their communities. This will include designing materials, delivering an accredited training programme and supporting the development of their projects.

The postholder will also convene and support a national network of organisations engaged in place-based work to enable sharing of learning between members and raise the profile of place-based approaches to literacy at a national level. This will include arranging regular meetings of the network, ensuring it has a high public profile and feeds into the wider policy and public affairs strategy for our Hubs work at national level.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for leading the development of a national network of organisations engaged in place-based approaches to improving literacy. This will include arranging regular meetings, sharing learning and ensuring a high public profile for this work. The postholder will also recruit and train six local literacy leaders each year and support the development of their projects around the country, through an accredited training programme.

1.2 Position in organisation

This role is part of the communities and local areas team, which has a total of seven members of staff based in London as well as staff and seconded positions based in Hub locations around the country. The postholder will report directly to the Head of Operations, who is the senior management team lead for our communities and local areas work.

1.3 Working contacts

Internal

Close working with communities and local areas team based both in London and around the country

Close working with marketing and communications team

Close working with research and evaluation team

External

Working with local strategic literacy leads and national literacy/third sector organisations committed to locally led approaches

Working with other third sector organisations delivering place-based campaigns and activities

Working with local politicians and policymakers

Supporting day-to-day delivery of national partnerships in the policy space

Working with local area partners in our Hub areas

Responding to enquiries

Part 2: Key duties and responsibilities

2.1 Training and network leadership

- Lead the development of the national network and training in consultation with other key internal stakeholders
- Manage the national network and training to ensure they support the positioning of the National Literacy Trust at the forefront of policy related to literacy and place-based working, and are in line with the charity's wider public affairs strategy
- Coordinate with our education partner to design and deliver an accredited training programme
- With support from the communities and local areas team, recruit, train and support six local literacy leaders per year through delivery of projects in their area and their accreditation through training

2.2 Communications and dissemination

- Organise three focused events for the network related to our aims and to present findings of research, including event organisation, logistics and communications plans
- Working with colleagues in policy and communications, drive policy work related to local areas working, including supporting the monitoring and development of public policy
- Support the strategic policy direction of the national network and accredited training, ensuring network members are aware of and responding to policy issues, legislation and developments relevant to literacy in the UK
- Keep up-to-date with place-based working across the country and collate evidence of success and learning
- Keep-up-to-date with political developments and changing education and social policy and communicate as appropriate

Part 3: Person specification

3.1 Essential experience

- Significant experience in training and coaching (either through a specific coaching role or as part of line management)
- Education public affairs and policy work
- Campaigning to a range of audiences and targeting messaging according to audience
- Cross-team working, partnerships and collaboration with multiple stakeholders
- Organising events

3.2 Knowledge

- Political context for education and place-based work

- Local and/or national government structures and processes
- Understanding of literacy and campaigning (desirable)
- Literacy/education sector (desirable)

3.3 Skills

- Excellent copywriting and proofing skills
- Ability to understand and articulate academic research and policy
- Ability to draft research and policy papers
- Able to work under pressure, multi-task and manage multiple deadlines
- IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases
- Working independently and problem solving

3.4 Other

- Proactive, tenacious and results-driven
- Confident
- Creative
- Flexible, team player
- 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 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.

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: Annual leave entitlement is a total of 39 days per year (pro rata for part time staff), made up of 28 bookable days plus all bank holidays and the closure of the office 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, season ticket travel loans and access to other health and wellbeing benefits including discounted gym membership, dental plans and health assessments.