



Changing life stories

## Job description

<b>Job title:</b>	<b>Project Manager, Our Stories Festival</b>
<b>Salary:</b>	<b>£28,500 per year pro rata (0.6 FTE)</b>
<b>Contract type:</b>	<b>Fixed term for 12 months</b>
<b>Hours:</b>	<b>21 hours per week</b>
<b>Reports to:</b>	<b>Programme Manager, Literacy Hubs</b>
<b>Direct/indirect reports:</b>	<b>None</b>

### Introduction: About the National Literacy Trust

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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.

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.

This role will work alongside a wide range of stakeholders to deliver and promote the Our Stories Festival and the associated in-school programme. The festival will use the arts and creative exhibitions to celebrate stories from the wide range of cultures and communities in Bradford. The public and in-school exhibitions will help raise literacy levels by stimulating

talk, writing and reading. Young people will engage with the exhibitions as attendees, artists and tour-guides developing critical literacy skills they need in life.

## **Part 1: Job profile**

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

This role is responsible for all elements of the delivery of the Our Stories Festival, bringing together the diverse communities of Bradford to celebrate stories and improve literacy levels. The postholder will work with an exhibitions curator to deliver and promote festival activity. This will include work with local schools, delivering workshops and supporting the schools in preparing their own festivals celebrating their own community and stories.

### **1.2 Position in organisation**

This role is part of the communities team, working as part of a team based in Bradford, London and across the UK. The role will report to the Programme Manager, Literacy Hubs, based in London.

### **1.3 Working contacts**

#### **Internal**

Close working with the Programme Manager, Literacy Hubs

Close working the Hub Manager, Bradford

Close working with the Campaigns Manager and Communications team

Work with Schools teams, as well as other teams across the organisation as required

#### **External**

Contact with teachers, literacy leads, deputy heads and headteachers

Contact with partner organisations

Contact with students

Contact with professional writers

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

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### **2.1 Project management and programme development**

- Ensure the successful delivery of all festival activity, working closely with the Curator, Hub Manager, partners and artists on the production of the programme
- Coordinate the delivery of the commissioning, project management, production and operational logistics of key projects within the festival
- Deliver high-quality training sessions and workshops for schools
- Support evaluation activity including administering surveys and collecting case studies
- Support the design and delivery of the individual school activities and exhibitions
- Lead on comprehensive production planning for key projects and related events, including design, development, installation, staffing, presentation, maintenance and related health and safety requirements (work closely with the London office on the festival and event production plans and risk assessments)
- Identify, sub-contract and manage technicians, comprised of paid technical assistants, interns and volunteers, as required

- Work closely with host venues, partners and technical staff and freelance contractors to understand and fulfil all artist and speaker technical requirements
- Coordinate technical resources and requirements efficiently and within set budgets
- Act as single point of contact and communication for logistical inquiries from partners, venues and production team
- Assist in the shaping of the project and negotiating with partners, venues and schools
- Manage the contracting of venues, artists, suppliers and partners
- Support communications for the festival, in collaboration with the Campaigns Manager, to ensure successful strategic and operational communications for the festival and its programmes
- Undertake all relevant administration relating to the programme including correspondence with contributors, staff, artists, venue, partners and suppliers
- Manage any project related interns and volunteers
- Attend programme and partner meetings as required

## **2.2 Budget and financial management**

- Support the Programme Manager, Literacy Hubs to effectively manage and track programme spend
- Deliver activity on budget, by leading on the financial management of the relevant programme elements including regular reports on festival budgets

## **2.3 Marketing and communications**

- Support delivery of a communications strategy for the festival and associated activity, in collaboration with the Campaigns Manager
- Provide a high standard of internal and external stakeholder management with an emphasis on collaborative working
- Present the work of the programme and the wider work of the charity to a variety of audiences e.g. teachers, businesses, stakeholders
- Represent the National Literacy Trust at meetings and training days

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**

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### **3.1 Essential experience**

- Project management of festival productions on a similar scale
- Working with schools and artistic/cultural event production, specifically festivals and public realm
- Engaging and working closely with partners and artists in the development, production and touring of work
- Managing negotiations with artists, technical producers, partners and suppliers
- Ability to assess technical requirements and work with technical team to produce and deliver projects

- Managing project budgets to target
- Planning and delivering communications activity for events and cultural activities

### **3.1.1 Desirable experience**

- Commissioning and touring outdoor artworks
- Fundraising and advocacy
- Working with the media
- Working with culture or heritage sector organisations
- Working with professional writers

### **3.2 Knowledge**

- An excellent understanding of the artistic and social context, issues and practicalities of life in Bradford
- Knowledge of the arts and / or literacy within the schools and further education sphere
- Knowledge of regional and cultural networks
- Excellent safeguarding practice
- Principles of effective marketing, communications and engagement

### **3.3 Skills**

- Good external stakeholder relationship management
- Excellent written and oral communication skills
- Ability to self-manage and self-motivate
- Ability to work under pressure and manage challenging deadlines
- Strong and proven administrative skills
- Excellent information management
- IT skills, especially Microsoft Office, project and collaborative management tools

### **3.4 Other**

- Full clean driving license
- A collaborative attitude and ability to work within a small, committed team
- Flexibility, commitment and the ability to multi-task
- Commitment to equality and diversity
- Strong interest in 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. The post will be based in Bradford, but will require occasional travel to London. Occasional out of hours working may be required but time off in lieu will be granted for any additional hours worked.

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

**Notice:** This post is subject to a four-week notice period.

- 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.
- 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.