



Changing life stories

## Job description

<b>Job title:</b>	<b>Project Manager, School Programmes</b>
<b>Salary:</b>	<b>£28,500 per year</b>
<b>Contract type:</b>	<b>Fixed term for one year</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Reports to:</b>	<b>Programme Manager, Reading for Enjoyment</b>
<b>Indirectly reports to:</b>	<b>Hub Manager, Suffolk</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 role will work alongside a wide range of partners to deliver our primary school libraries programme. The programme helps to transform reading in primary schools by supporting a library space transformation, providing new books, ebooks and audiobooks to supplement the school library provision, and supporting teachers with training, resources and parental engagement strategies.

In this role you will manage all aspects of project delivery, including recruitment of schools, delivering training and evaluation. It will involve working closely with a range of partners, including schools, publishers, authors and funders, as well as working closely with our in-house communications and membership teams.

## **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 developing and delivering our school libraries programme to primary schools in Suffolk and one other area of the country (TBC).

### **1.2 Position in organisation**

This role is part of the school programmes directorate, working as part of a new team of five that will deliver our school libraries programme in targeted areas around the UK, reporting directly to the Programme Manager, Reading for Enjoyment.

### **1.3 Working contacts**

#### **Internal**

Close working with our local Hub Managers in Suffolk and one other area of the country  
Close and collaborative working with all teams across the organisation

#### **External**

Contact with school staff including teachers, librarians and literacy coordinators  
Contact with children  
Contact with librarians

Contact with parents and wider members of the school community  
Contact with regional partners and community groups involved in programme delivery  
Contact with authors, illustrators, storytellers and publishers  
Contact with key partners' staff

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

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### **2.1 Project management**

- Working closely with the Programme Manager, manage and support project delivery, including logistics, safeguarding, content development (production and delivery of resources), enquiries, risk management, quality assurance, event management, training and volunteer management, all to a high standard
- Support project partners, particularly teachers, in the delivery of project activities
- Work with the team to develop clear and appealing, high-quality resources
- Deliver high-quality training sessions and workshops including a focus on parental engagement with reading strategies
- Support evaluation activity including administering surveys and collecting case studies
- Contribute to the continuous improvement of evaluation processes and tools in collaboration with relevant staff
- Maintain accurate and current records, including on our contacts database
- Support internal and external reporting to a high standard, including drafting reports, presentations, regular and timely project updates
- Contribute to the work of our local Hubs e.g. through participation in matrix team meetings

### **2.2 Budget and financial management**

- Support Programme Manager to effectively manage and track project spend

### **2.3 Marketing and communications**

- Support delivery of a communications strategy for each area of activity, in collaboration with Programme Manager, the communications team, the development team and partner organisations
- 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 and librarians
- Represent the National Literacy Trust at meetings and training days

The postholder may also 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
- Working with schools/children
- Education sector (desirable)
- Library sector (desirable)

### 3.2 Knowledge

- Principles and importance of reading for pleasure
- Excellent safeguarding practice
- UK literacy policy and practice for primary-aged children (desirable)

### 3.3 Skills

- Good external stakeholder relationship management
- Good written and spoken communication
- Ability to work independently and constructively problem solve
- Ability to work under pressure and manage challenging deadlines
- Excellent administration and organisation
- Basic budget management
- Excellent information management
- IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases

### 3.4 Other

- Commitment to equality and diversity
- Clear 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, which is based at 68 South Lambeth Road, London SW8 1RL. This post may be based in Suffolk, as a home working role, or at our office in London, with regular travel to support programme delivery and partnerships.

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

**Notice:** 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.