



Job description

Job title:	Project Officer, Parents as Partners
Salary:	£25,000 per year
Contract type:	Fixed term for 18 months
Hours:	35 hours per week
Reports to:	Hub and Programme Manager, Bradford
Direct/indirect reports:	None

Introduction

One person in seven has poor literacy skills that impact on every area of their life. A child without good reading, writing and communication skills can't succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood of literacy failure by the age of five.

We are an independent charity dedicated to giving disadvantaged children the literacy skills they need to succeed. We work to improve reading, writing, speaking and listening skills in the UK's poorest communities. Because low literacy is intergenerational, we focus our work on families, young people and children.

We help to transform lives through literacy, working in partnership with the education sector, businesses and community partners. We establish literacy projects in the poorest communities, provide support for schools and campaign to make literacy a priority for politicians and parents. Our research and analysis make us the leading authority on literacy.

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 literacy support, and work closely with both national and local government, and the voluntary sector. 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 support the Parents as Partners project in Bradford, responsible for either the work in Keighley or in Tong/Bowling. The project aims to work with primary schools and parents to improve parental engagement with schools and with the home learning environment. You will be responsible for working with schools to identify and support best practice in parental engagement, as well as developing new strategies, for recruiting, training and supporting parental volunteers, and for mobilising key community partnerships.

The project is part of our National Literacy Trust Hub in Bradford. A Hub is a ten-year, place-based response to the challenges of intergenerational low literacy. They bring together local partners to tackle literacy issues, working with local businesses, health, education and cultural organisations to help raise literacy levels.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for supporting the delivery of the Parents as Partners programme.

1.2 Position in organisation

This role is part of the communities and local areas team, which has a total of five members of staff based in London and staff based in Hub areas around the country. This role will be line managed by the Bradford Hub and Programme Manager.

1.3 Working contacts

Internal

Close working with the Programme Manager, Literacy Hubs

Close working with members of the schools and communications teams (based in London)

External

Regular contact with headteachers and other school staff, representatives of the Bradford Opportunity Area, and community leaders

Regular contact with parents

Part 2: Key duties and responsibilities

2.1 Parent Leaders

- Identify opportunities to recruit parents from our target groups of parents and carers to become Parent Leaders with a target of 30 to be recruited within 18 months
- Engage potential volunteers and organise training events
- Initiate DBS checks and keep accurate records
- Maintain regular contact with the Parent Leaders and support them to develop and deliver activities which promote literacy in their communities
- Gather case studies from Parent Leaders to build an evidence base of the impact of their work
- Recruit parents to the Parent Steering Group, and run the meetings

2.2 Schools liaison

- Act as the principal point of contact for all primary schools involved in the project and provide ongoing support
- Liaise with schools regarding all activities of the Parent Leaders, and assist with the organisation of activities
- Maintain excellent records of school sign up and engagement
- Facilitate CPD as appropriate for schools, and provide ongoing support
- Facilitate establishment of parental engagement practice networks, and maintain
- Recruit members for the Schools Steering Group and organise meetings

2.3 General project administration

- Maintain project plans and budgets, and report on these as required
- Organise events and all associated communications
- Provide onsite support with event logistics
- Support the campaign as required
- Maintain guest lists and responses for invitation-only events
- Provide other administration support as required

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

3.1 Essential experience

- Recruiting and supporting volunteers
- Project support in a charity or educational context
- Working with primary schools
- Maintenance of project plans and budgets and reporting against them
- Coordinating goods and supplies, including placing and tracking orders

3.1.1 Desirable experience

- Handling sensitive/confidential information
- Parental engagement in a schools context
- Experience of community mobilisation
- Experience working on projects including the home learning environment

3.2 Knowledge

- 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
- Awareness of the importance of the home learning environment
- 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 staff 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 is based in Bradford, with regular contact with the central team in London.
Probation:	This post is subject to a 12-week probationary period.
Notice:	This post is subject to a four-week notice period.
Annual leave:	The annual leave entitlement is 28 days per year, plus bank holidays. For part-time staff, bank holidays are given pro rata even if holidays do not fall on your usual working days. In addition, the office is closed between Christmas and the new year.
Pension:	The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.
Expenses:	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