



Job description

Job title:	Project Officer, School Programmes
Salary:	£24,000 per year
Contract type:	Fixed term for one year
Hours:	35 hours per week
Reports to:	Senior Project Manager, Young Readers Programme
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.

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 predominantly support the delivery of the Young Readers Programme which brings the joy of reading to children living in disadvantaged areas. At fun reading events children become the owners of new books that they choose for themselves, increasing motivation to read. The programme works with a wide range of partners and takes place in schools and community settings across the UK. Working as part of a small team, you will provide general administrative and programme delivery support. You will also provide support for other projects

within the school programmes team, including Reading Champions, a national reading campaign that supports and celebrates reading culture in schools, through an annual national quiz and regular Reading Champions Challenges.

This role is a one year fixed-term contract in the first instance, with the potential for extension subject to programme funding.

Working with us

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 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

1.1 Main purpose of job

This role is responsible for providing administrative and project delivery support for the Young Readers Programme, and other school programme as necessary. The postholder will contribute to school recruitment and onboarding, online and in-person reading events, resource creation and project reporting.

1.2 Position in organisation

This role is part of the Young Readers Programme team, which has a total of five members of staff. The postholder will report directly to the Senior Project Manager.

1.3 Working contacts

Internal

This role will require close and collaborative working with the Young Readers Programme team. The postholder will also work closely with the wider school programmes team.

External

Regular communication with:

- school employees including teachers, literacy leads, deputy heads and headteachers
- partners including funders and publishers
- suppliers, such as booksellers and event venues

Part 2: Key duties and responsibilities

2.1 General administration

- Develop and maintain administration systems and workflow processes
- Monitor and respond to general enquiries by email and telephone as required
- Maintain contact database and partner relationship records

2.2 Project support

- Assist in the recruitment of schools for project participation
- Administer school onboarding, including issuing partnership agreements, establishing book supplier accounts and arranging delivery of project materials
- Provide ongoing support to schools and other beneficiaries
- Provide partner management support for our funders as required, including research to support project proposals and liaising with corporate volunteers

2.3 Event and training administration

- Provide administrative support for (online and in-person) events including liaising with venues, suppliers and storytellers, booking travel and accommodation and issuing logistical information to attendees
- Provide technical assistance during online events and training
- Support in-person events by assisting with set up, administering of attendees and activity delivery (please note that we are currently delivering all of our events online)

2.4 Online communications, marketing and resources

- Work with the team to keep website content up to date and write copy for social media
- Work with the team to design and deliver new project resources both printed and online, including book lists and school event plans
- Support online content such as ebook libraries and audio books

2.5 Reporting

- Create and maintain database of all relevant participation figures across multiple projects
- Collect evaluation information from project participants
- Support project report writing

2.6 Administration of financial systems

- Create and send invoices to customers
- Reconcile financial information

The postholder may 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

3.1 Essential experience

- Administration and team support
- Use of databases and contact management systems
- Coordination of event logistics
- Work with external stakeholders

3.1.1 Desirable experience

- Work in the education/voluntary sector
- Communication with schools and teachers

3.2 Knowledge

- A good working knowledge of Microsoft Word, Excel and Outlook
- Budget management and financial reconciliation
- Some knowledge of the education sector would be helpful
- Some knowledge of children's books or children's literacy would be helpful

3.3 Skills

- Excellent organisational skills, with attention to detail
- Excellent written and spoken communication skills to a variety of audiences
- Ability to use initiative and solve problems independently
- Ability to manage multiple deadlines
- Ability to work collaboratively
- Ability to speak confidently to external stakeholders from a range of backgrounds
- 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

Location:	The postholder will be an employee of the National Literacy Trust. This post is based at the National Literacy Trust, 68 South Lambeth Road, London SW8 1RL.
Home working:	This post is suitable for regular home working in line with our home working policy.
Travel:	This post may require travel to support programme delivery and partnerships. Travel expenses will be paid when incurred in line with our expenses policy.
Hours:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role.

This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.

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

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

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.