



## Job description

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| <b>Job title:</b>               | <b>Senior Project Manager, School Programmes</b> |
| <b>Salary:</b>                  | <b>£35,000 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>Direct/indirect reports:</b> | <b>1 direct</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 new 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.

You will be responsible for managing the delivery of the programme across up to 14 areas, working as part of a small team. You will ensure that all elements are delivered effectively, on time and to a high standard, that data is collected, quantitative and qualitative evaluation is carried out and accurate funder reports are submitted on time. You will work closely with a range of partners, including publishers, suppliers and funders, as well as working closely with our in-house communications and membership teams. There will be regular travel around the country once this is possible.

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## **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 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.

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## **Part 1: Job profile**

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

This role is responsible for managing the delivery of the school libraries programme across up to 14 areas.

### **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. The postholder will be based in London, reporting directly to the Programme Manager, Reading for Enjoyment, and will work with colleagues in London as well as in targeted areas around the UK. The postholder will line manage a Project Officer and work closely with other Project Managers.

### **1.3 Working contacts**

#### **Internal**

Close and collaborative working with all teams across the organisation

## **External**

Contact with librarians

Contact with regional partners and community groups involved in programme delivery

Contact with authors, illustrators, storytellers and publishers

Contact with key partners' staff

Preparing reports and briefing colleagues for engagement with funders

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

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### **2.1 Project management**

- Develop and maintain project plans and risk register, and report on these as required
- Provide regular reports for the funder and project board
- Provide reports and updates internally to ensure effective communication about the project and delivery
- Ensure all data is collected and recorded on our Salesforce database

### **2.2 Supporting delivery**

- Support delivery and ensure key milestones are met
- Ensure data, cases studies and evaluation evidence are collected
- Work closely with the communications team to ensure that campaigns are fully integrated
- Work closely with suppliers, ensuring appropriate contracts are in place and negotiating costs
- Oversee logistics of large scale national deliveries

### **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 eg. teachers and librarians
- Represent the National Literacy Trust at meetings and training days

### **2.4 Line management**

- Provide effective line management for the Project Officer
- Work closely with the Project Managers and relevant local Hub Managers to ensure delivery is on track

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

- Extensive project management experience
- Stakeholder/partnership management
- Recruiting and supporting volunteers
- Event planning and delivery
- Working with suppliers
- Delivering training
- Education or library sector
- Contract management (desirable)

### 3.2 Knowledge

- Effective community engagement
- Awareness of the importance of literacy
- Excellent working knowledge of MS Word, Excel and Outlook
- Excellent knowledge of safeguarding
- Good knowledge of schools and education, and parental engagement
- 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 people at all levels
- Logical and well organised
- 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

- 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 is based at the National Literacy Trust, 68 South Lambeth Road, London SW8 1RL with potential for home and flexible working, alongside regular travel to support programme delivery and partnerships.

**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.

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.