Job description

Job title: Project Manager, Early Years

Salary: £28,000 to £32,000 per year

Contract type: Permanent

Hours: 35 hours a week

Reports to: Senior Programme Manager, Early Years

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 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 addressing this. We are working to a five-year strategy, leading the campaign to address the UK’s literacy challenge and transforming opportunities for the most deprived children. We work in partnership with schools and the education sector and lead business and community partners to tackle the problem in the country’s poorest communities. Our research and policy programmes fuel our high-profile campaigning activity. Our mission is to give young people the literacy skills they need to get a job and lead a successful life.

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 Boots Opticians, 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, as both volunteers and seconded staff.

This post will manage early years activity, particularly Early Words Together and Early Words Together at Two – interventions that aim to empower parents and carers of children aged two to five with the skills and resources necessary to support
their child’s early literacy. The programme is supported by major funders, and sold directly to schools and early years settings. This post will be the first point of contact for schools and local authorities and will help manage all sales and delivery. The postholder will also use up-to-date evidence to develop new ideas and approaches across literacy and language in the early years.

Part 1: Job profile

1.1 Main purpose of job
This role is responsible for managing projects and providing sales and administration support across all early years work.

1.2 Position in organisation
This role is part of the early years team and reports directly to the Senior Programme Manager.

1.3 Working contacts
Internal
Close working with the research, finance, communications and business development teams

External
Responding to sales and all other enquiries
Managing relationships with project participants, partners and funders
Training early years practitioners in programme delivery
Dealing with suppliers and contractors

Part 2: Key duties and responsibilities

2.1 Project management
• Reporting to the Senior Programme Manager, manage and deliver projects, including logistics, safeguarding, content development (production and delivery of resources), risk management, quality assurance and training, all to a high standard
• Deliver projects to meet required outcomes and reach
• Manage internal and external reporting to a high standard, including working with project participants, funders and key stakeholders
• Identify and develop new ideas and funding streams to support programme sustainability
• Adapt and write programme content for families and early years practitioners
• Ensure evaluation and monitoring activity is completed effectively

2.2 Sales coordination and support
• Coordinate and manage enquiries and sales of Early Words Together, from expression of interest through to after-sales care, to a high standards
• Manage the contact database and keep it up to date with correspondence, invoices and sales prospects
• Manage orders, deliveries and stock including tracking Early Words Together resource packs and online book purchases
• Schedule training and liaise with trainers and clients regarding appropriate timeframes, location and associated requirements
• Collect feedback from training and programme delivery and create summaries of key findings
• Organise external meetings, events, venues, travel, accommodation and other project logistics
• Communicate with key suppliers and internally across teams
• With the team, actively ensure the website and marketing content is up to date
• Work with the schools business development team to plan and support marketing activity

2.3 Financial systems
• Monitor and manage the monthly sales reports
• Track project spend, reconcile budgets and financial records to invoices and nominals
• Process invoices including programme payments and sales income in liaison with the finance team
• Create budgets for funding proposals

2.4 Marketing and communications
• Support delivery of a communications strategy for activity, in collaboration with the Senior Programme Manager, communications, research, policy and fundraising teams and partner organisations
• Provide a high standard of internal and external stakeholder management
• Present the work of the programme and the wider work of the charity to a variety of audiences
• Represent the National Literacy Trust at meetings, events 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.

Part 3: Person specification

3.1 Experience
• Project management and design
• Coordination of sales processes and event management
• Handling financial systems efficiently and with good levels of accuracy
• Supporting or leading work with customers and external stakeholders, including sales and training activity
• Working with schools/children
• Using an online content management system for creating webpages (desirable)
3.2 Knowledge
- Knowledge of early years education and sector
- Evaluation strategies and approaches
- A good working knowledge of Microsoft Word, Excel and Outlook
- Awareness of marketing and promotion strategies in the education and early years sector (desirable)

3.3 Skills
- Good external stakeholder relationship management
- Strong organisational skills, with attention to detail
- Able to use initiative and solve problems independently
- Able to manage multiple deadlines
- Good verbal and written communication skills
- Ability to work collaboratively
- Able to use data and undertake research

3.4 Other
- Commitment to equality and diversity
- Clear interest in and understanding of 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 at the National Literacy Trust, 68 South Lambeth Road, London SW8 1RL.

Notice: This post is subject to an eight-week notice period.

Annual leave: The annual leave entitlement is 28 days per year pro rata, plus public holidays. In addition, our office is closed from Christmas Day to New Year’s Day inclusive and you are not expected to put any of your leave allowance aside to cover this.

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.