



Job description

Job title:	Project Manager, Young Writers
Salary:	£28,000 per year
Contract type:	Fixed term for two years
Hours:	35 hours per week
Reports to:	Head of School Programmes
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 is dedicated to improving the reading, writing, speaking and listening skills of those who need it most, giving them the best possible chance of success in school, work and life. We run Literacy Hubs and campaigns in communities where low levels of literacy and social mobility are seriously impacting people's lives. We support schools and early years settings to deliver outstanding literacy provision, and we campaign to make literacy a priority for politicians, businesses and parents. Our research and analysis make us the leading authority on literacy and drive our interventions. Literacy is a vital element of action against poverty and our work changes children's life stories.

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 partnerships are an essential part of our work – with the education sector, with businesses and with community partners. We work closely with both national and local government. Our funders and partners include high street brands such as McDonald's and WHSmith, and large multinationals such as Lancôme, KPMG and PwC. We have an office in

Vauxhall, London, as well as people working to support our community activity around the country.

Young Writers works with primary and secondary schools to inspire pupils to write. This role will be responsible for managing the delivery of a number of Young Writers projects in Bradford, Nottingham and Blackpool, promoting poetry and writing to young people in areas of deprivation. The programme uses unique visits to cultural venues, and workshops with poets and spoken word artists, to help pupils shape their poems and develop their writing.

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.

Part 1: Job profile

1.1 Main purpose of job

The postholder will develop and deliver the Young Writers poetry programme to primary and secondary schools in Bradford, Nottingham and Blackpool.

1.2 Position in organisation

This role is part of the school programmes directorate, working as part of a team of three that delivers the Young Writers programme and reporting directly to Head of School Programmes.

This role may involve line management of additional project support roles, including ad hoc or administrative support, secondees and interns, and contract management with freelance associates, services and suppliers, where necessary.

1.3 Working contacts

Internal

Close working with our local Hub Managers in Bradford, Blackpool and Nottingham

Close and collaborative working with all teams across the organisation

External

Contact with teachers, literacy leads, deputy heads and headteachers

Contact with partner organisations

Contact with students

Contact with professional poets

Part 2: Key duties and responsibilities

2.1 Project management and programme development

- Manage project delivery, including logistics, safeguarding, content development (production and delivery of resources), enquiries, risk management, quality assurance, event management and training, all to a high standard
- Identify and recruit schools to participate in projects, including responding to enquiries and providing excellent support and efficient follow-up
- Support project partners, particularly teachers and partner organisations, in the delivery of project activities
- Recruit and work with professional poets to arrange workshops in schools
- Work with the team to develop clear and appealing, high-quality resources
- Deliver high-quality training sessions and workshops
- Support evaluation activity including administering surveys and collecting case studies
- Design and deliver celebration events for children, teachers and parents
- Contribute to the continuous improvement of evaluation processes and tools in collaboration with relevant staff
- Contribute to the continuous improvement of the programme including design and delivery of content and writing resources for teachers and parents
- Maintain accurate and current records, including on our contacts database
- Support Head of School Programmes with administrative tasks
- Support internal and external reporting to a high standard, including drafting reports, presentations, regular and timely project updates

2.2 Budget and financial management

- Support the Head of School Programmes to effectively manage and track project spend

2.3 Marketing and communications

- Build relationships with new potential partner organisations to build on National Literacy Trust's place within the sector
- Support delivery of a communications strategy for each area of activity, in collaboration with the communications team, the Head of School Programmes, 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 businesses
- 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

3.1 Essential experience

- Working with young people
- Working in or with the education sector

3.2 Desirable experience

- Working with culture or heritage sector organisations
- Working with professional writers

3.3 Knowledge

- Knowledge of creative writing practice and / or literacy within the schools and further education sphere
- Excellent safeguarding practice
- Principles of effective marketing, communications and engagement

3.4 Skills

- Project management
- 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

3.5 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, which is based at 68 South Lambeth Road, London SW8 1RL. The post is suitable for flexible and home working, but we expect the postholder to be based in one of the project locations – Bradford, Nottingham and Blackpool. There will also be 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.