

Job description

Job title:	Digital Migration Manager
Salary:	£50,000 per year
Contract:	Fixed term for six months
Hours:	35 hours per week
Directorate:	Marketing and Communications
Reports to:	Head of Digital
Direct/indirect reports:	None

Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories. In 2025 we acquired a subsidiary charity CLPE. This strengthens our presence in the primary education trading space as well as in other areas.

Purpose of role

Earlier this year, the Centre for Literacy in Primary Education (CLPE) became a subsidiary charity of the National Literacy Trust. Since then, we have integrated our teams to begin to work towards delivering an integrated training offer and resources for both primary and secondary schools, while maintaining CLPE's unique history and reputation in this space. Our next step is to integrate our digital platforms and systems.

You will be responsible for developing a plan to integrate CLPE's digital platforms with those of the National Literacy Trust. You will review CLPE's digital infrastructure, data sources, governance practices and dependencies, and establish the most effective way to migrate these to the National Literacy Trust's platforms. This includes the finance system and CRM, as well as a digital marketing platform and online sales transactions via the CLPE website.

Our ultimate aim is to enable seamless reporting of financial activity across both charities, and a more integrated approach to managing relationships with schools and other settings. As the first step, you will be charged with developing a roadmap for migration across all related platforms, proposing timelines for each step and managing data preparation and migration. Migrating the finance system will be priority, ideally to be completed within this first phase ready for the start of our new financial year on 1 April. You will need to consider how to minimise disruption to our operations, and how to support the change management required to embed new ways of working.

Current systems	CLPE	NLT
Finance	Xero	Business Central
CRM	Spirit (via EdCo)	Salesforce
Email marketing	DotDigital (via EdCo)	DotDigital

Website	Drupal	Wagtail
Payments	Stripe	Stripe

Key contacts

You will work closely and collaboratively with the Head of Digital, the Assistant Director of Finance and our digital matrix team, which includes product leads for website CMS, CRM and other related platforms. You will also work closely with the CLPE team to understand their needs. External contacts will include suppliers, agencies and other partners / developers.

Outline of responsibilities

- Lead the development and implementation of a digital migration project across CLPE systems, including finance, CRM, digital marketing and web transactions
- Map the current platforms in use and any interdependencies
- Working with third party suppliers and internal stakeholders, identify the most cost-effective solution for data migration and integration of platforms and reporting
- Working with key stakeholders, develop a plan for how to phase and deliver each stage of the migration, ensuring there is no interruption to our operations
- Agree requirements for data reporting and analysis for migrated data, working with internal product teams and developers where necessary to ensure these can be met
- Ensure that the end result delivers a smooth user journey and customer experience for those engaging with our services
- Work with NLT product managers to identify requirements for effective onboarding process for CLPE users and plan for appropriate training and support

This outline is indicative and is not intended to provide a complete list of duties.

Person specification

Essential
• Significant experience managing data migration projects between systems • Reviewing and formatting large volumes of data for migration, including managing structured and unstructured data • Significant experience of managing digital system change, including supporting users • Experience of working with the platforms listed • Management of agency partner relationships • Ability to work with non-technical people with excellent communication and collaboration skills

Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	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.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to

	follow our safeguarding policy for children, young people and vulnerable adults.
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