

Job description

Job title:	Programme Manager, School Libraries (maternity cover)
Salary:	£40,000 per year
Contract:	Maternity cover for one year
Hours:	35 hours per week
Directorate:	Education
Reports to:	Senior Programme Manager
Direct/indirect reports:	Up to 3 direct

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.

Purpose of role

We believe that well-resourced and effective school libraries are a vital part of the education system. We have already created and transformed over 1,000 primary school library spaces, and have ambitious targets to reach even more, particularly targeting primary schools that currently have no dedicated school library space. As well as library space transformation, the programme helps to transform reading in primary schools by providing new books, ebooks and audiobooks, training and resources for teachers, and parental engagement strategies.

You will be responsible for managing the development and delivery of our school libraries programmes to deliver impact at scale. You will oversee operational delivery including a team of project managers, and work closely with schools, partners and suppliers to facilitate the smooth delivery of schools-facing activity. You will also work in partnership with high-profile funders, and support the Senior Programme Manager and Head of School Programmes in ensuring that all deliverables are met to agreed timescales.

Key contacts

You will work closely with colleagues including our senior management team and department heads. External contacts include senior stakeholders in the education and charity sector, corporate and trust/foundation funders, local and national government, programme leads in other partner organisations and media representatives.

Outline of responsibilities

- Work with the Senior Programme Manager to lead delivery of programme activity in line with the organisation's strategy
- Provide effective line management and support for members of the programme team
- Identify and develop new activities and grow existing areas of work to increase our reach
- Manage new and existing partnerships to extend the reach of our work
- Manage relationships with funders, key stakeholders and contractors
- Ensure programme budgets are managed effectively and that all activity is delivered on time and to budget
- Work with the research team to ensure all work is evidenced and effectively evaluated and manage the timeline of evaluation across a range of programmes

- Ensure programme delivery is targeted in areas of high literacy need
- Work with the development team to manage partnerships, report on programmes and impact, and create applications for new funding to meet agreed targets
- Represent the charity externally, including as a media spokesperson if required
- With the communications team, develop and implement a communications strategy to raise awareness of our work utilising PR, events and networks

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
<p>Programme delivery and leadership experience</p> <p>Successful marketing and promotion of programmes, resources or training</p> <p>Financial management</p> <p>Managing complex relationships with external partners including funders</p> <p>Working in, or with, the education sector</p>	<p>Working in, or with, the corporate sector</p> <p>Working with/managing volunteers</p> <p>Managing and motivating a team</p> <p>Knowledge of research methodologies and impact measurement for large-scale programmes</p> <p>Fundraising and income generation experience</p>

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. If you are based in one of our Hub or programme areas, you may be offered this role as a permanent home worker.
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.
Travel:	This post will require regular national travel. Travel expenses will be paid when incurred in line with our expenses policy.
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. This role is also subject to a Disclosure and Barring Service check.