

## Job description

Job title:	Project Manager, Early Years (Midlands)
Salary:	£33,000 per year (pro rata where applicable)
Contract:	Fixed term for 12 months (subject to funding)
Hours:	17.5 or 35 hours per week
Directorate:	Education
Reports to:	Programme Manager, Early Years
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 22 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

You will be responsible for delivering our early years programmes, which support children aged 0-5, their families and the early years practitioners and other professionals involved with their development.

You will manage a variety of early years projects, which will involve training and supporting local practitioners across a range of settings, working with partners and volunteers to deliver events and activities directly to children and families, and ensuring our work meets key milestones and targets. Working with the Early Years Programme Managers, you will support the ongoing development and expansion of this work. You will also work collaboratively with colleagues in our communities and communications teams to deliver our Early Words Matter campaign, which aims to empower families, improve provision and strengthen systems.

## Key contacts

You will work closely with colleagues from the early years and communities teams, as well as our communications team and research and evaluation team. External stakeholders include delivery partners, funders and potential funders, early years settings, Family Hubs, schools, community organisations and local and national media.

## Outline of responsibilities

- Manage and support project delivery, including recruitment of partners/settings, logistics, safeguarding, content and resource development, risk management, quality assurance, event management and volunteer management
- Support project partners in the delivery of project activities
- Deliver high-quality training sessions and workshops
- Support evaluation activity including administering surveys and collecting case studies
- Contribute to the continuous improvement of evaluation processes and tools
- Work collaboratively to create resources and training materials that support early years delivery
- Gather case studies from families, settings and Early Years Literacy Champions to build an evidence base of the impact of our work
- Maintain accurate and current records, including on our database(s)

- Provide a high standard of internal and external stakeholder management
- Support internal and external reporting, including drafting reports, presentations and project updates
- Support the effective management of project expenditure
- Support delivery of communications plans relevant to your projects
- Represent the charity and present our work to a wide range of audiences

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

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Recent experience of working in or with early years settings, or early years education charities</li> <li>• Thorough understanding of early childhood development from birth to five</li> <li>• Excellent project management skills</li> <li>• Logical and well organised</li> <li>• Excellent communication skills</li> <li>• Adaptable and flexible team player</li> <li>• Working independently and problem solving</li> <li>• Able to work in a way that promotes the safety and wellbeing of all children, young people and vulnerable adults</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Driving licence and access to own vehicle</li> <li>• Event planning and delivery</li> <li>• Working with volunteers in the community</li> </ul>

## Summary of terms

Location:	You will be based in the Midlands and work from home, around the requirements of your role for in person meetings or travel.
Flexible working:	<p>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.</p> <p>This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p>
Travel:	This role will require national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	<p>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.</p> <p>This role is also subject to a Disclosure and Barring Service check.</p>