

## Job description

Job title:	Project Manager, Reading Champions
Salary:	£30,500 per year
Contract:	Fixed term for 18 months
Hours:	35 hours per week
Directorate:	Education
Reports to:	Senior Project Manager, Reading Champions
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.

## Purpose of role

You will be responsible for managing the delivery of our Reading Champions programme, which supports enjoyment of reading among primary and secondary school pupils. It includes termly Reading Challenges and the annual National Reading Champions Quiz, which celebrates young reading advocates during regional heats and a grand final.

You will work with a wide range of partners, nurturing both external and internal working relations. You will be responsible for all aspects of project delivery, including recruitment of schools, content development, event management, volunteer management and quality assurance.

You will also support and contribute to the delivery of other projects within the school programmes team during the upcoming National Year of Reading.

## Key contacts

You will work closely with colleagues across the education directorate, as well as our communications and development teams. External contacts will include partners, funders and potential funders, schools, community organisations and local and national media.

## Outline of responsibilities

- Manage and support delivery of the Reading Challenges, including liaising with partners, content and resource development, website content, school engagement, competition judging and quality assurance
- Manage delivery of the National Reading Champions Quiz for secondary schools, including school recruitment, quiz content and resources, event delivery and volunteer management
- Support delivery of a new National Reading Champions Quiz for primary schools, including launch planning, school recruitment and liaison, quiz content and resource creation, event management and volunteer management
- Manage registration processes across the Reading Champions programme including links with our website, FormAssembly, Salesforce CRM and our finance system
- Ensure accurate handling of detailed data sets using our systems to log and manage bookings and create reports and analysis as required

- Be a key point of contact for stakeholder enquiries via email and phone, ensuring a timely response and a high level of customer service
- Support evaluation activity including administering surveys and collecting case studies as well as contribute to the continuous improvement of evaluation processes and tools
- Maintain accurate and current records, including on our contacts database
- 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 our communications strategy, including liaison with our marketing and communications team and providing content for regular coverage in our newsletters and bulletins
- 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

Essential	Desirable
<p>Excellent project management skills</p> <p>Event planning and delivery</p> <p>Experience working with schools and/or young people</p> <p>Volunteer management</p> <p>Excellent communication skills</p> <p>Logical and well organised</p> <p>Adaptable and flexible team player</p> <p>Working independently and problem solving</p> <p>Creative ideas and interest in reading for pleasure in young people</p>	<p>Working in an education setting</p> <p>Working in partnership with corporate organisations</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.
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 additional hours of working and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require limited 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.