

Job description

Job title:	Project Manager, School Programmes (maternity cover)
Salary:	£30,500 per year
Contract:	Maternity cover for up to 9 months
Hours:	35 hours per week
Directorate:	Education
Reports to:	Programme Manager, School Libraries
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

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 work alongside a wide range of partners to deliver our primary school libraries programme in targeted locations across the north of England. You will manage all aspects of project delivery, including recruitment of schools, delivering training and evaluation, and creating high-quality resources linked to the school curriculum.

Key contacts

You will work with our in-house communications, membership and local areas teams, as well as a range of external partners including schools, publishers, authors and funders.

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
- 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
- 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>Knowledge of the education system and primary school curriculum</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>Working in the education or library sector</p> <p>Full clean driving licence and access to own vehicle</p>

Summary of terms

Location:	You will be based in the north of England 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 post will require regular 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>