

Job description

Job title:	Project Officer, Dundee
Salary:	£26,000 per year pro rata (0.6 FTE) / £15,600 per year
Contract:	Maternity cover for nine months
Hours:	21 hours per week
Directorate:	Communities and local areas
Reports to:	Hub Manager, Dundee
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 provide administrative and programme delivery support for our work in Dundee. In particular, you will work on Talk and Play Together, a collaborative and flexible service to support families by improving their wellbeing, their confidence in their literacy skills and their connections with each other, other families and local services.

You will also contribute to other community-based activity including regular rhyme/story sessions and book-gifting with local organisations and at local community events. You will be instrumental in delivery of our Literacy Champions project, which identifies, trains and supports volunteers who work with us to design new and exciting ways to promote literacy in their local area. This may be in person or online, and includes everything from community book-swaps and reading corners to setting up homework clubs and creating videos. You will help identify potential volunteers and volunteering opportunities, and develop new strategies for recruiting, training and supporting these volunteers, as well as mobilising key community partnerships.

This work is part of the National Literacy Trust Hub in Dundee, a 10-year, local response to the challenges of intergenerational low literacy, bringing together a wide range of local partners. This work is overseen and driven by a local Hub Manager.

This is a home working role based in Dundee, with regular travel around the area.

Key contacts

You will work closely with colleagues across our communities and local areas team, as well as the schools and communications teams. External contacts will include volunteers and local community members, community-based organisations, local businesses, schools, early years settings, parents and other stakeholders.

Outline of responsibilities

- Support the design, development and implementation of new programmes and resources
- Monitor and respond to general enquiries, and maintain accurate records on our contacts database
- Identify opportunities and recruit volunteers from target areas, working to agreed targets and timeframes. Volunteers will include both local community members and individuals working in local organisations
- Gather and report data and learning and develop case studies to build an evidence base of impact
- Organise and deliver training events and maintain regular contact with volunteers and partners to provide ongoing support
- Facilitate regular contact with and between volunteers which will include newsletters and network meetings
- Facilitate and manage consultation and engagement with community
- Initiate Disclosure Scotland checks and keep accurate records
- Manage stocks of books and resources within our storage container, delivering and distributing books in the Dundee area
- Create resources and training materials to support delivery
- Maintain project plans and budgets, and report on these as required
- Organise events and all associated communications and logistics
- Provide onsite support with event logistics
- Provide other support for the work of the Hub as required

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
<ul style="list-style-type: none"> • Confident to make new links within the community, engage people from all walks of life and maintain relationships • Providing project support in a charity or educational context, including maintaining and reporting against project plans and budgets • Experience of developing new ways of working • Excellent knowledge of literacy issues and working with schools and community-based organisations • Motivated, proactive and able to think outside the box in unplanned situations • Excellent written and spoken communication skills • Full clean driving licence and access to own car • Willingness to complete professional training, including manual handling and safeguarding • Good knowledge of the Dundee area
Desirable
<ul style="list-style-type: none"> • Experience of recruiting, training supporting and developing a team of volunteers • Experience of community mobilisation projects or programmes • Knowledge of volunteer management and safeguarding practice • Planning and delivering events • Using social media to support marketing and campaigns • Developing resources and training materials

Summary of terms

Location:	You will be based in Dundee 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 local and some 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 encounter 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 Scotland PVG check.</p>