

Job description

Job title:	Project Officer, Early Years
Salary:	£27,000 per year
Contract:	Fixed-term for 12 months (subject to funding)
Hours:	35 hours per week
Directorate:	Education
Reports to:	Head of 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 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

Our **Early Words Matter** campaign aims to support 250,000 pre-school children, with a focus on those growing up in areas where poverty and low literacy are most seriously impacting people's lives.

The campaign supports early years educators and families with events, activities, programmes and resources designed to strengthen shared parent-child engagement at home and in the community. Together with partners, we equip and support parents and carers to build their children's early language, communication and literacy skills

You will help deliver Early Words Matter through project administration, delivery and event support for our early years team of 15 project and programme managers who deliver our early years programmes across the country.

Key contacts

You will work closely with the early years and communities teams, as well as liaising with other core organisational functions, including the finance and data / CRM teams and others in the education directorate as required. External contacts will include early years settings and other programme delivery partners and suppliers.

Outline of responsibilities

- Develop and maintain administration systems and workflow processes, with support from the Head of Early Years and other colleagues as necessary
- Process invoices and support budget tracking
- Support the recruitment, and onboarding of settings and schools
- Provide administration support for delivery of training and resources
- Support communication and logistics for in-person training days and other events
- Coordinate the ordering and delivery of books and resources for different projects
- Book team travel and accommodation as necessary
- Support the administration of team days and team meetings
- Input data from surveys and consultations to our evaluation platform
- Maintain our database of partners and contacts, with support from the team as necessary

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"> • Experience of administration and team support • Using and managing databases and contact management systems with a high level of accuracy • Supporting work with external stakeholders • A good working knowledge of Microsoft Word, Excel and Outlook • Excellent organisational skills, with attention to detail • Able to manage multiple deadlines • Good verbal and written communication skills • Ability to work collaboratively
Desirable
<ul style="list-style-type: none"> • Working in or with early years settings and schools • Invoicing and financial processes • Coordination of event logistics

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
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	<p>68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary. We expect this to be around a day a month on average, although at times it will be a lot less.</p>
<p>Flexible working:</p>	<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. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p>
<p>Travel:</p>	<p>This post may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.</p>
<p>Safeguarding:</p>	<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>