

## Job description

Job title:	Project Officer, Literacy Champions – East Suffolk
Salary:	£26,000 per year pro rata (0.6 FTE) / £15,600 per year
Contract:	Fixed term for 12 months
Hours:	21 hours per week
Directorate:	Communities and Local Areas
Reports to:	Hub Manager, Suffolk
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

Our Literacy Champions project 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 oversee the delivery of Literacy Champions in Leiston and surrounding areas of East Suffolk. You will work with target communities to identify potential volunteers and empower them to work within their local community. You will develop new strategies for recruiting, training and supporting volunteers, and create processes and resources that can support the delivery of Literacy Champions in other areas. You will also oversee a community consultation group that will inform our work and ensure it is targeted towards the needs of the local community.

Alongside delivery of Literacy Champions, you will also support the Hub Manager with broader work raising literacy outcomes across East Suffolk.

## Key contacts

You will work closely with colleagues across the communities and local areas team, including Project Officers delivering Literacy Champions in other locations. You will also work with our communications and schools teams. External contacts will include volunteers, community organisations, local stakeholders, businesses, schools and parents.

## Outline of responsibilities

- Identify opportunities to recruit volunteers from our target areas to become Literacy Champions, working to programme targets
- Engage potential volunteers and organise training events
- Initiate DBS checks and keep accurate records
- Maintain regular contact with Literacy Champions and support them to develop and deliver activities which promote literacy in their communities
- Gather case studies from Literacy Champions to build an evidence base of the impact of their work
- Create resources and training materials that can support the delivery of Literacy Champions
- Recruit local community groups and partners to join a consultation group and lead regular meetings

- Maintain project plans and budgets, and report on these as required
- Organise events and all associated communications
- Provide onsite support with event logistics
- Manage the distribution of book stock within the community
- Support the work of the Suffolk Hub as required

This outline is indicative and is not intended to provide a complete list of duties. The post holder 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>• Experience of recruiting, training and supporting volunteers</li> <li>• Excellent knowledge of volunteer management and safeguarding</li> <li>• Project support in a charity or educational context</li> <li>• Developing resources and training materials</li> <li>• Maintenance of project plans and budgets and reporting against them</li> <li>• Coordinating goods and supplies, including placing and tracking orders</li> <li>• Good knowledge of the area</li> <li>• Full clean driving licence and access to own vehicle</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Handling sensitive/confidential information</li> <li>• Experience of community mobilisation</li> <li>• Planning and delivering events</li> <li>• Good knowledge of nurseries, schools and/or community-based organisations</li> <li>• Capability in using social media</li> </ul>

## Summary of terms

Location:	You will be based in or near Leiston, East Suffolk 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 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 and Barring Service check.</p>