

## Job description

Job title:	Project Officer, Literacy Champions – West Scotland
Salary:	£26,000 per year pro rata (0.6 FTE) / £15,600 per year
Contract:	Fixed term to end of February 2027
Hours:	21 hours per week
Directorate:	Communities and Local Areas
Reports to:	Scotland Lead, National Year of Reading
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

2026 will be a National Year of Reading, a once-in-a-generation, UK-wide campaign to engage new audiences in reading and change the national reading culture for good. The National Literacy Trust will lead, develop and coordinate the National Year of Reading, ensuring a powerful and engaging national campaign which redefines reading for a new generation.

A core part of our plans is to mobilise 100,000 volunteers across the country. This will include people using volunteering days provided by their employers or giving their time to other literacy organisations, as well as our own volunteers, Literacy Champions.

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. We already have over 1,400 Literacy Champions who support our work in targeted locations, delivering literacy activities to engage local families. Some of those volunteers are Lead Literacy Champions – volunteers who take on a planning and coordination role working with others.

Through the National Year of Reading, we want to expand the number of Lead Literacy Champions – who in turn will engage other volunteers through their networks and connections. You will identify and engage existing groups of volunteers and suitable organisations, with a focus on the areas around Glasgow and / or Ayr, providing training so they can become Lead Literacy Champions.

This is an opportunity to build a new network of volunteers promoting reading and enhancing the many offers and opportunities in Scotland.

## Key contacts

You will be part of a small team, reporting to a part-time lead for the National Year of Reading in Scotland and working alongside another Project Officer focused on the west of Scotland. You will work with colleagues across our communities and local areas team as well as our education and communications teams.

External contacts will include volunteers and local community members, community-based organisations, local businesses, education teams, parents and other stakeholders.

## Outline of responsibilities

- Identify opportunities to recruit volunteers from our target areas to become Lead Literacy Champions, working to programme targets
- Engage potential volunteers and organise training events
- Engage a wide range of settings to champion the National Year of Reading
- Coordinate safer recruitment checks for volunteers and keep accurate records to ensure all delivery is in line with our safeguarding procedures
- Maintain regular contact with Lead Literacy Champions and support them to develop and deliver activities which promote literacy in their communities
- Support evaluation activity including uploading and maintaining records digitally, administering surveys and collecting case studies from Lead Literacy Champions to build an evidence base of the impact of their work
- Consult with members of the community regularly about our work
- Maintain project plans and monitor spend
- Organise events and all associated communications
- Provide onsite support with event logistics, book storage and deliveries

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

Essential
<ul style="list-style-type: none"><li>• Prior experience of recruiting, developing and supporting volunteers</li><li>• Experience of work with early years settings, schools or community organisations</li><li>• Good knowledge of safeguarding</li></ul>

<ul style="list-style-type: none"><li>• Project support in a charity or educational context</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 some areas in the region</li><li>• Full clean driving licence and access to own vehicle</li></ul>
<p><b>Desirable</b></p>
<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>• Developing resources and training materials</li><li>• Excellent knowledge of literacy issues</li><li>• Capability in using social media</li></ul>

## Summary of terms

Location:	You will be based in the Glasgow or Ayr area and work from home, around the requirements of your role for in person meetings or travel.
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 out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require regular travel around the region, as well as national travel when required. Travel expenses

	<p>will be paid when incurred in line with our expenses policy.</p>
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 Scotland check.</p>