

## Job description

Job title:	Head of School Programmes
Salary:	£58,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Education
Reports to:	Director of Education
Direct/indirect reports:	5 direct / 13 indirect

## 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

This is a key role in our education directorate, providing strategic leadership for a substantial proportion of our school programmes, working alongside colleagues who lead on CPD, school improvement and the early years sector. You will also be part of the charity's extended leadership team.

You will be responsible for programmes for both primary and secondary school-aged children and young people. Our programmes target those from disadvantaged and underserved communities, enabling them to read for pleasure and develop confidence in their reading skills, develop their skills and creativity for writing, and become confident communicators. Our partners include those outside of traditional mainstream education, including alternative provision settings, sports clubs and other community organisations. Funders include the Department for Education, Arts Council England and a wide range of corporate partners and publishers, including Penguin Random House.

## Key contacts

You will work closely with colleagues across the education directorate, as well as those in our extended leadership team, the senior management team and the Chief Executive. You will also work with our development team on programme bids, reporting and relationship management. External contacts will include partners in the education and charity sectors, corporate and trust/foundation funders, local and national government as well as the media.

## Outline of responsibilities

- Support the senior management team and Trustees in delivering the organisation's strategy and business plan
- Contribute to securing funding to ensure the sustainability of our programmes, increase our reach and expand our evidence base of what works
- Provide expert relationship management, stewardship and reporting for key partners and funders, ensuring strategic alignment wherever necessary
- Ensure our programmes are impactful, evidence-based and targeted to need
- Effectively lead programme teams, helping them navigate the challenges of complex partnership working and delivery

- Provide oversight for substantial budgets from a wide range of funders and ensure effective budget management within teams
- Keep abreast of developments in education, including the latest education research and policy
- Ensure programmes are integrated with other work across the organisation, including community programmes and local areas work
- Be a compelling and expert advocate for all aspects of our work and represent the charity at a senior level
- Deputise for the Director of Education 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	Desirable
<p>Significant experience of programme leadership</p> <p>Experience of financial and risk management</p> <p>Strategic vision and leadership skills</p> <p>Leading and motivating a team</p> <p>Senior stakeholder management</p> <p>Excellent written and spoken communications to a variety of audiences</p> <p>Experience of working with or for, or deep knowledge of, the education sector and schools</p>	<p>Working in or with the charity sector and/or corporate sector</p> <p>Knowledge of effective approaches to literacy teaching and learning</p> <p>Experience of the design, delivery and scaling of programmes</p>

## 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 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
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 national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	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. This role is also subject to a Disclosure and Barring Service check.