

Job description

Job title:	Hub Manager, Salford
Salary:	£35,000 per year
Contract:	Permanent
Hours:	Full-time, 35 hours per week
Directorate:	Communities and Local Areas
Reports to:	Senior Programme Manager, North West
Direct/indirect reports:	1 direct

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 role will work in our communities and local areas team leading the development and delivery of our Literacy Hub in Salford. A Hub is a ten-year, place-based response to the challenges of intergenerational low literacy, working with a range of partners to shape and deliver activity as part of a local strategy. Salford is a new hub that will be developed in partnership with Salford City Council with a particular focus on developing and delivering the Salford Vision for Literacy.

You will be responsible for leading, developing and delivering our Salford Hub to achieve and evidence the desired outcomes and outputs around literacy. You will build partnerships, develop, and deliver projects, and support behaviour change campaigning activity, ensuring it is embedded within broader local priorities. You will be responsible for meeting targets agreed by a board of local stakeholders linked to literacy.

Key contacts

As well as the communities and local areas team, you will work closely with our communications, development and research teams. Aside Salford City Council, external contacts will include early years settings and schools, community organisations, funders, businesses and other local stakeholders.

Outline of responsibilities

The heart of the role is excellent relationship management, efficient project management and a commitment to supporting the sustainable development of literacy skills within Salford through community activation.

- Provide strategic leadership of the Salford Literacy Hub, it meets both local needs and agreed targets.
- Manage and oversee a Project Officer, and their development of Literacy Champions across Salford.
- Manage project delivery, including developing and delivering the operational plan which supports our outcomes framework, safeguarding, risk management, quality assurance and event/volunteer management and training.

- Maintain an up-to-date mapping of current literacy activities, projects, and levels within Salford, identifying gaps in provision and opportunities for improvement
- Identify and recruit partners – including schools, early years settings, libraries, business, cultural and sporting partners – to participate in projects, and providing excellent relationship management.
- Support the delivery of the Salford Vision for Literacy.
- Support evaluation activity including maintaining records, administering surveys, collecting case studies, and uploading and analysing data digitally.
- Contribute to the continuous improvement of the programme including designing and delivering events, activities and content informed by community partners, and ensuring that our work in the area is sustainable.
- Support internal and external reporting to a high standard, including drafting reports and presentations, and providing regular and timely project updates.
- Report to local stakeholders who are members of the Senior Steering Group, which includes representatives from Salford City Council.
- Represent the charity externally, including as a media spokesperson.

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>Excellent project management skills Event planning and delivery Excellent communication skills Good knowledge of Salford Logical and well organised Adaptable and flexible team player Working independently and problem solving</p>	<p>Working in an education, community, or library setting Volunteer management Experience working with schools, community organisations and/or young people in Salford Experience using a CRM database such as Salesforce or equivalent</p>

<p>IT skills Full clean driving licence and access to own vehicle</p>	
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Summary of terms

<p>Location:</p>	<p>You will be based in Salford and work from home, around the requirements of your role for in person meetings or travel.</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 will require regular travel around Salford, as well as national travel when required. 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. This role is also subject to a Disclosure and Barring Service check.</p>