

Job description

Job title:	Project Manager, Criminal Justice
Salary:	£32,500 per year
Contract:	Fixed-term for 1 year
Hours:	Full time, 35 hours per week
Directorate:	Criminal Justice and Adult Literacy
Reports to:	Programme Manager, Criminal Justice
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 criminal justice work includes projects across men's and women's prisons, as well as Young Offender Institutions. Everything we do centres confidence-building, wellbeing and increased access to creative literacy opportunities.

Books Unlocked has been running for 12 years and now promotes reading for enjoyment in more than 100 prisons across the UK. Our New Chapters project enables participants to express themselves through creative writing, and Readconnect uses the power of storytelling to support connections between people in prison and their children and young relatives. Inside Stories with Audible gives young people in custody access to audiobooks and podcast making skills, and our national project, funded by the Ministry of Justice, means we are able to provide literacy as enrichment as part of a national pilot.

These programmes are a vital part of our ambitious strategy, helping us deliver our mission to reach some of the most disadvantaged and vulnerable people in custody and the community. Innovation is encouraged and you will have the flexibility to tailor your work to meet the needs of each cohort that we work with.

You will be responsible for a project, funded by the HMPPS Literacy Innovation Fund, which supports literacy activities outside of formal education provision. You will deliver a range of exciting reading and writing interventions and events in HMP Swaleside (a Category B men's prison with a capacity of just over 1,000) and HMP Elmley (a Category B/C local prison with a capacity of just under 1,000), both based on the Isle of Sheppey in Kent.

Key contacts

You will work with our criminal justice team and our communications team, as well as prison staff, the Ministry of Justice, and participants in prisons, Young Offender Institutions and the community.

Outline of responsibilities

- Manage and support project delivery in HMP Swaleside and HMP Elmley, including budget oversight, logistics, safeguarding, content and resource development, risk management, quality assurance and event management.
- Plan and deliver high-quality training sessions and workshops, working with authors and freelance facilitators
- Support project partners in the delivery of activities
- Contribute to the continuous improvement of evaluation processes and tools
- Maintain accurate and current records, including on our contacts database
- Provide a high standard of internal and external stakeholder management
- Support internal and external reporting, including drafting reports, presentations and project updates
- Support the effective management of project expenditure
- Support delivery of our communications strategy
- Represent the charity and present our work to a wide range of audiences

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
<ul style="list-style-type: none"> Experience working with people in custody or in contact with the criminal justice system, or other vulnerable groups Excellent project management skills Knowledge of the criminal justice system and literacy issues among the prison population Excellent safeguarding practice Excellent communication skills Adaptable and flexible team player Working independently and problem solving 	<ul style="list-style-type: none"> Delivery of creative writing or other creative workshops Knowledge of a wide range of contemporary literature Full clean driving license and access to own vehicle

Summary of terms

<p>Location:</p>	<p>You will be based within travelling distance the Isle of Sheppey and work from home, around the requirements of your role for in person meetings or travel. This will include being at HMP Swaleside and HMP Elmley on a regular basis.</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 role will 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. This role is also subject to a Disclosure and Barring Service check as well as HMPPS security vetting.</p>