

Job description

Job title:	Project Manager, Criminal Justice
Salary:	£32,000 per year
Contract:	Fixed term for two years
Hours:	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 we are really proud of the thoughtful and tailored activities we provide to the people we work with.

This role is part of a newly formed team which will implement the national roll-out of New Chapters to four new settings – HMYOI Feltham, HMYOI Werrington, HMYOI Wetherby and Oasis Restore (a secure school) – funded by the Youth Endowment Fund. This is a two-year project, based on a pilot year and extension subject to funding. Findings from the project will help to form an evidence base of which creative interventions benefit under 18s in custody.

Key contacts

You will work with our criminal justice team and our communications team, as well as prison staff, the Youth Custody Service, funders and the Prison Radio Association.

Outline of responsibilities

- Manage delivery of New Chapters in Oasis Restore, a secure school
- Deliver high-quality creative writing workshops on a weekly basis and organise visits from external authors and facilitators
- Support evaluation activity including administering surveys and collecting case studies

- 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
<p>Excellent project management skills</p> <p>Confident workshop facilitator for creative writing activity</p> <p>Event planning and delivery</p> <p>Excellent communication skills</p> <p>Adaptable and flexible team player</p> <p>Working independently and problem solving</p>	<p>Experience working with young people and/or people in secure settings</p> <p>Knowledge of the criminal justice system</p> <p>Knowledge of a wide range of contemporary literature</p>

Summary of terms

<p>Location:</p>	<p>You will be based in within travelling distance of Oasis Restore (North Kent) and work from home, around the requirements of your role for in person meetings or travel. This will include being at Oasis Restore 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.</p> <p>This role is also subject to a Disclosure and Barring Service check as well as prison vetting.</p>