

## Job description

Job title:	Project Manager, Early Years – West Midlands
Salary:	£33,000 per year
Contract:	Fixed term until March 2025
Hours:	35 hours per week
Directorate:	School programmes
Reports to:	Programme Manager, Early Years
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

Research shows that children who were born or were infants during the pandemic have been most affected in terms of impact on learning and development. There is an urgent need to increase the number of children starting school with the required early language and literacy skills to engage fully with their education and develop the skills needed for later life.

Our early years programmes support children aged 0–5, their families and the early years practitioners involved with their development. Programmes are delivered across the UK in disadvantaged and underserved communities.

You will manage a variety of early years projects across the West Midlands, training and supporting local delivery partners and ensuring we meet key milestones and targets. Working with the Head of Early Years and Early Years Programme Managers, you will support the development and expansion of this work. You will also work collaboratively with colleagues across our communities and communications teams to deliver the wider Early Words Matter campaign.

## Key contacts

The early years team, key contacts in the communities team and communications team, including local Project Officers. Delivery partners in local areas including local authorities, VCFS organisations, Family Hubs, children's centres, and other early years settings.

## Outline of responsibilities

- Manage all aspects of project delivery to meet desired outcomes
- Develop and maintain project training and implementation plans, and report on these as required
- Co-create training and resources in collaboration with the Early Years Programme Managers and local partners
- Deliver training and networking sessions to ensure partners and colleagues are equipped to deliver project activity
- Support project partners, early years practitioners and settings to implement project delivery to meet required outcomes and reach
- Ensure the required data, cases studies and evaluation evidence are collected, working with both internal and external evaluation managers
- Liaise with project partners to gather and monitor data, such as speech and language assessment data (e.g. ELIM, WellComm) as and when required

- Manage internal and external reporting to a high standard, including reports to project partners, participants, funders and key stakeholders
- Work with colleagues to support delivery of our early years campaign
- Track project spend and ensure invoices and grant claims are processed in line with requirements
- Plan and support the delivery of early years events with partners in local areas

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	Desirable
<ul style="list-style-type: none"> <li>• Working with families of young children</li> <li>• Effective early years practice and knowledge of the early years sector</li> <li>• Awareness of the importance of the home learning environment</li> <li>• Training delivery</li> <li>• Project and budget management skills</li> <li>• Experience of stakeholder/ partnership management</li> <li>• Excellent communication skills</li> <li>• Logical and well organised</li> <li>• Adaptable and flexible team player</li> <li>• Full clean driving licence and access to own vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Recruiting and supporting volunteers</li> <li>• Event planning and delivery</li> <li>• Place-based working</li> <li>• Behaviour change campaigns</li> <li>• People management and relationship building skills</li> </ul>

## Summary of terms

Location:	You will be based in the West Midlands and work from home, around the requirements of your role for in person meetings or travel, including across the region and nationally, when appropriate.
Flexible working:	<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.</p> <p>This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p>
Travel:	This post will require regular national travel to support programme delivery and partnerships. Travel expenses will be paid when incurred in line with our expenses policy.
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 and Barring Service check.</p>