

## Job description

Job title:	Project Manager, Early Years System Change (Sandwell)
Salary:	£33,500 per year pro rata (0.8 FTE) / £26,800 per year
Contract:	Permanent
Hours:	28 hours per week
Directorate:	Education
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, Young Offender Institutions 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 new role will lead a place-based, ward-level approach to improving early years language and literacy in the Sandwell area of the Black Country. As part of our national Early Words Matter campaign, and working closely with local stakeholders, you will drive data-informed systems change. You will engage the local community and ensure children benefit from a pathway of high quality, joined-up support that increases the number meeting expected communication and language levels by age five.

A key component of the role will be overseeing effective evaluation, using insights from the programme to influence policy and best practices across England.

This is an exciting opportunity for a project manager with in-depth knowledge of early childhood development and a passion for social and systems-level change. The role will focus on building a model that strengthens communities, achieves long-term sustainability, and delivers systemic improvements in early childhood development.

## Key contacts

You will work with colleagues in our early years team, as well as communications, research, evaluation, policy and public affairs. You will also work closely with colleagues and partners delivering other work across Birmingham.

External contacts include local stakeholders from the public, private and voluntary sector, as well as parents, who will be key to successful delivery of the initiative.

## Outline of responsibilities

- Gather data, insights and information from local partners and the community to understand the system and identify barriers parents face in accessing support
- Create and foster strategic partnerships with key stakeholders to enable systems-level change and bring about sustainable improvement in local early childhood services
- Lead the development and strengthening of the local early childhood system by working collaboratively with stakeholders
- Lead and engage a diverse range of stakeholders, utilising effective communication strategies to secure their interest and support

- Recruit new partners, community organisations and settings to ensure all families within the ward area have access to necessary support
- Establish parent-led forums to assist with the design, improvement and delivery of local services
- Work with stakeholders to provide resources and training for early years professionals, ensuring practitioners have the skills and knowledge to support literacy in the early years
- Reach families by delivering information and support through local organisations, businesses, and community leaders
- Partner with local organisations to offer practical advice and guidance to parents enabling them to support their children's language, communication, and literacy skills
- Work alongside community partners to run family events, managing event expenditure, planning and logistics on the day
- Work closely with local colleagues to recruit and maintain relationships with local volunteers who support families in the home learning environment and with early language development
- Work closely with the Programme Manager and other colleagues to implement a local behaviour change campaign within target area
- Ensure data and learning are captured and integrated into strategic planning and national policy work
- Working closely with local partners collect evaluation materials (e.g., case studies, WellComm and EYFS data) and manage data-sharing agreements
- Contribute to regular reports and analysis for funders, increasing the visibility of and support for the Early Words Matter Campaign
- Support internal and external reporting through the creation of reports, presentations, and project updates
- Represent the organisation at a range of events, engaging with a wide range of audiences to share project insights and progress
- Maintain accurate and up-to-date records, including entries in the organisation's contact database

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            Deep knowledge of early childhood development            Strong understanding of the systems that support families with children under five            Proven experience of building and maintaining networks with a wide range of stakeholders (including public sector organisations who support families with young children)            Ability to collaborate effectively with people from diverse backgrounds and cultures and nurture differing views            Excellent communication skills            Working independently and problem solving            Experience of change management            Full clean driving licence and access to own vehicle</p>	<p>Volunteer management</p>

## Summary of terms

<p>Location:</p>	<p>You will be based in Sandwell 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.</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>
<p>Travel:</p>	<p>This post will require regular 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.</p>