

Job description

Job title:	Project Manager, School Programmes
Salary:	£30,500
Contract:	Fixed term for 1 year
Hours:	35 hours per week
Directorate:	School programmes
Reports to:	Senior Programme Manager, Sport and Alternative Provision
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

We have a range of programmes that use sport to engage children and young people with literacy. You will work with the Sport and Alternative Provision team and a range of stakeholders to support delivery of our primary-focussed projects, particularly our work on Premier League Primary Stars (PLPS). The National Literacy Trust's role in PLPS focusses on creating and supporting the delivery of literacy activities, events and resources which use the excitement of football to engage pupils in Key Stages 1 and 2. This work will include working with sports clubs as well as community and education settings, and will include work relating to secondary-phase activities and activities delivered in alternative provisions.

You will be responsible for all aspects of project delivery, including recruitment of settings, content development, training, safeguarding, risk management, event management and quality assurance. As part of a team of six, you will also be involved with the delivery of other literacy programmes and activities, including support for our Alternative Provision programmes, across the team.

Key contacts

Close working with other teams within the organisation as well as with external contacts including sports coaches, teachers, literacy leads, deputy heads and headteachers, partner organisations, and students.

Outline of responsibilities

- Manage and support project delivery, including recruitment of partners/settings, logistics, safeguarding, content and resource development, risk management, quality assurance, event management and volunteer management
- Support project partners in the delivery of project activities
- Deliver high-quality training sessions and workshops
- Support evaluation activity including administering surveys and collecting case studies
- Design and deliver celebration events for children, teachers and parents
- 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>Event planning and delivery</p> <p>Experience working with schools and/or young people</p> <p>Excellent communication skills</p> <p>Logical and well organised</p> <p>Adaptable and flexible team player</p> <p>Working independently and problem solving</p>	<p>Working in an education setting</p> <p>Working with sports organisations</p>

Summary of terms

<p>Location:</p>	<p>You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.</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 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.</p>