National Literacy Trust

Change your story

Job description

Job title:	Project Manager, School Resources
Salary:	£30,500 per year
Contract:	Fixed term for 12 months (maternity cover)
Hours:	35 hours per week
Directorate:	Education
Reports to:	Schools Resources Manager
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

As part of our schools resources team, you will be responsible for creating and developing resources in line with our content strategy. Each year, we work with thousands of primary and secondary school teachers and we have a reputation for providing engaging, high-quality literacy resources for their classrooms, as well as to use across their schools.

As project manager, you will work with the Schools Resources Manager to create, develop, quality assure and promote new and existing resources to our schools audience. You will also work with internal and external stakeholders to develop projects to help extend our reach. Throughout, you will reflect and consider the impact of our work, ensuring that we are consistently striving to provide high quality and engaging resources for schools.

Key contacts

You will work with colleagues across the education directorate, as well as with our communications and development teams. External contacts will include partners, funders and potential funders, schools, and professional authors and writers.

Outline of responsibilities

- Working closely with the school resources and membership team, manage and support resource creation including logistics, content development, enquiries, risk management, quality assurance and event management all to a high standard
- Work with the team to create and deliver high quality resources for our key partners and schools, creating, designing and disseminating clear, appealing, and research driven resources
- Identify new resource opportunities and projects
- Support existing project partners, particularly teachers and volunteers, in the delivery of project activities
- Contribute to the continuous improvement and implementation of evaluation processes and tools in collaboration with relevant staff
- Maintain accurate and current records, including on our contacts database

- Support the Schools Resources Manager in all aspects of resource management and administrative tasks
- Support internal and external reporting to a high standard, including drafting reports and presentations and providing regular and timely project updates
- Support school resource management to quality assure all resources across the team
- Management of auditing, reviewing and refreshing current resource offer
- Support delivery of a communications strategy for each area of activity, in collaboration with the communications and social media team, development team and partner organisations
- Provide a high standard of internal and external stakeholder management with an emphasis on collaborative working
- Represent the National Literacy Trust at meetings and training days
- Create an online presence for resources through the webpage, social media and newsletters

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
Class teaching experience in the UK – preferably in primary or equivalent setting Literacy expertise, including creating effective, engaging and innovative teaching resources for reading, writing and spoken language across a broad age range	Voluntary sector project delivery Understanding of key educational research on literacy and what constitutes good practice in literacy teaching Project management skills Basic budget management Basic design skills and ability to use software such as Canva

Knowledge of the national curricula and of popular resources websites and published teaching resources Adaptable and flexible team player Excellent written and spoken communication skills Ability to work independently and constructively problem solve Ability to work under pressure and manage challenging deadlines Excellent organisation and information management	Experience of copywriting and creation of website pages

Summary of terms

Location:	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.
Flexible working:	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.
Travel:	This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.

Safeguarding:	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.