

Job description

Job title:	Project Manager, Voices for the Future
Salary:	£32,000 per year pro rata (0.7 FTE) / £22,400 per year
Contract:	Fixed term to end of March 2027
Hours:	24.5 hours per week
Directorate:	Communities and local areas
Reports to:	Hub Manager, South East Wales
Direct/indirect reports:	1 direct

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.

Our work in Wales

This is an exciting time to get involved in our work in Wales. Our work here has been expanding steadily over the last decade, starting with our Young Readers Programme, which has been running in targeted schools in Swansea and Flintshire since 2012, and is now also in Merthyr, Newport and Cardiff. With funding from Chase Rewarding Futures, we are also improving primary school library provision, working with more than 70 schools across South Wales. We run volunteering programmes in partnership with food poverty organisations across Cardiff, Newport and Merthyr, and author events in partnership with sports teams across South Wales.

Purpose of role

Voices for the Future is an ambitious new project that will explore ways for diverse communities to find personal and local connections to the rich heritage of the Newport Rising and Chartism in Wales. It will be delivered across Newport, Caerphilly and Torfaen, with a focus on understanding how this heritage can inform and shape our vision for the future.

You will be responsible for the strategic management and delivery of the project, including budget, reporting and partnership agreements, as well as ensuring the project supports and is aligned to our national strategies, networks and initiatives for local areas work. You will also line manage a Project Officer.

Key contacts

You will work with internal contacts across our Communities and Local Areas team, as well as communications, fundraising, school programmes and research. External contacts will include community organisations, businesses, schools and other education/early years settings, project participants and volunteers, as well as senior local stakeholders and the media.

Outline of responsibilities

- Provide strategic project leadership, including reporting to the Strategic Steering Group
- 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
- Manage project budget
- Manage internal and external reporting, including drafting reports, presentations and project updates
- Provide a high standard of internal and external stakeholder management
- Lead evaluation activity including managing relationships with external evaluation partners
- Provide effective support and line management
- Contribute to the continuous improvement of evaluation processes and tools
- Support delivery of our communications strategy
- Represent the charity and present our work to a wide range of audiences, including as a media spokesperson

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>Knowledge of Chartism in Wales, and of South East Wales communities (particularly Newport, Caerphilly and Torfaen)</p> <p>Extensive experience managing budgets, reporting to funders and leading on a strategy involving</p>	<p>Work with heritage and/or cultural organisations</p> <p>Working in an education, community or library setting and/or with young people</p> <p>Volunteer management</p> <p>Experience working with Local Authorities in Wales</p>

<p>multiple stakeholders across a wide geographical area</p> <p>Excellent project management skills</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>Full clean driving licence and access to own vehicle</p> <p>Fluent Welsh speaker</p>	<p>Experience using a CRM database such as Salesforce or equivalent</p>
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Summary of terms

Location:	You will be based in South East Wales, within reach of Newport, Caerphilly and Torfaen, and work from home around the requirements of your role for in person meetings or travel.
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 travel around South East Wales, as well as national travel. 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>
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