

Job description

Job title:	Project Manager, Words for Work
Salary:	£30,500 per year
Contract:	Fixed term for one year
Hours:	35 hours per week
Directorate:	Education
Reports to:	Programme Manager, Words for Work
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

This role is responsible for working alongside a variety of stakeholders to develop and deliver our Works for Work programme in schools across the UK. The programme is also going through an exciting period of development which this role will actively support.

All projects in this team aim to empower children and young people to become more confident communicators and self-advocates, equipping them with the tools they need to find their voice, think about their futures and feel more prepared for life and work.

Words for Work is a core part of our school programmes offer, and you will work as part of a small team of four delivering this programme. You will focus on delivery in secondary schools across KS3, KS4 and post-16, but will also support other projects across the team's portfolio of work, including our primary school focused Dream Big programme and our Women in Leadership programme.

Key contacts

You will work closely with colleagues across our education directorate, as well as our communications, local areas, research and evaluation and development teams. External contacts include schools, partner organisations, funders, students, business volunteers and inspiring role models across a range of industries.

Outline of responsibilities

- Manage and support project delivery including recruitment of schools, settings and business volunteers; event management; volunteer management; training; logistics; safeguarding; risk management and quality assurance
- Support project partners in the delivery of high-quality project activities in schools, workplace settings and other inspiring cultural venues
- Develop and deliver high quality resources, content, training and workshops for teachers, children, young people, partner organisations and business volunteers
- Support the team to co-create, test and pilot new resources and workshop activities
- Provide a high standard of internal and external stakeholder management
- Support evaluation activity including administering surveys, collecting case studies, report writing, presentations and project updates and contribute to continuous improvement of evaluation tools
- Support the team to develop and write project proposals and funding bids in line with the charity's education strategy
- Collaborate effectively with teams across the National Literacy Trust
- Maintain accurate and current records including on our contacts database

- Support the effective management of project expenditure and budgets
- Represent the charity and advocate for our mission at events 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>Experience working with young people and schools, and with secondary aged students in particular</p> <p>Experience developing and delivering events, workshops, resources and training to a range of audiences</p> <p>Volunteer management</p> <p>Experience of external stakeholder relationship management</p> <p>Excellent written and communication skills</p> <p>Adaptable team player and able to work independently and problem solve</p> <p>Efficient and well organised</p>	<p>Knowledge of secondary education and the curriculum</p> <p>Knowledge of oracy, communication and essential skills</p> <p>Working in a secondary school or youth setting</p> <p>Delivering projects in the voluntary sector</p> <p>Working in partnership with corporate organisations</p>

Summary of terms

Location:	<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. If you are based in one of</p>
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	our programme areas – in the Midlands, Manchester or North East of England – you may be offered this role as a permanent home worker.
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. 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>