

Job description

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| Job title: | Project Officer, Bradford |
| Salary: | £26,000 per year |
| Contract: | Fixed term for 12 months |
| Hours: | 35 hours per week |
| Directorate: | Communities and Local Areas |
| Reports to: | Hub Manager, Bradford |
| 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

You will oversee the delivery of our Literacy Champions project as part of our Literacy Hub in Bradford. A Hub is a ten-year, place-based response to the challenges of intergenerational low literacy, working with a range of partners to shape and deliver activity as part of a local strategy. Each Hub has a different approach to tackle low literacy based on the assets and needs in the area. Over the last 10 years our Bradford Hub has worked with a wide range of partners to support children and their families in priority wards in the city.

Within our Hubs, our Literacy Champions project identifies, trains and support volunteers who work with us to design new and exciting ways to promote literacy in their local area. This may be in person or online, and includes everything from community book-swaps and reading corners, to setting up homework clubs and creating videos

You will work with target communities across Bradford to identify potential volunteers and empower them to work within their local community. You will develop new strategies for recruiting, training and supporting volunteers, and create processes and resources that can support the delivery of Literacy Champions in other areas. You will also oversee a Community Engagement Group that will inform our work across the Hub, and support volunteers who want to be Lead Literacy Champions, who help coordinate activity by other Literacy Champions.

Alongside delivery of this programme, you will support the Hub Manager with our wider work raising literacy outcomes across Bradford, as well as working with our Publisher Relations Manager to help to coordinate deliveries of book donations across our national Hub network.

Key contacts

You will work with colleagues across our communities and local areas team as well as our wider education and communications teams. You will also work closely with the Publisher Relations Manager.

External contacts will include volunteers and local community members, community-based organisations, local businesses, schools, parents and other stakeholders.

Outline of responsibilities

- Engage, recruit and train volunteers to become Literacy Champions, working to programme targets

- Maintain regular contact with Literacy Champions and support them to develop and deliver activities which promote literacy in their communities
- Initiate DBS checks and keep accurate records
- Create resources and training materials that can support the delivery of Literacy Champions in Bradford and in other Hubs across the UK
- Support evaluation activity by managing records, administering surveys and collecting case studies from Literacy Champions to build an evidence base of their impact
- Recruit members of the community to a Community Engagement group and run regular meetings
- Maintain project plans and budgets, and report on these as required
- Organise local community events and all associated communications
- Provide onsite support with event logistics
- Support the wider work of the Hub as required
- Liaise with publishers on logistics and deliveries of book donations across the Hub network
- Work closely with other Hub teams to arrange deliveries of book donations
- Keep up-to-date records of book donations

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 |
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| <p>Recruiting, training and supporting volunteers</p> <p>Excellent knowledge of volunteer management and safeguarding</p> <p>Project support in a charity or educational context</p> <p>Developing resources and training materials</p> <p>Able to maintain project plans, spreadsheets and budgets and report against them</p> | <p>Handling sensitive/confidential information</p> <p>Experience of community mobilisation</p> <p>Planning and delivering events</p> <p>Excellent knowledge of literacy issues</p> <p>Good knowledge of schools and community-based organisations</p> <p>Use of social media in a professional context</p> |

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| Coordinating goods and supplies, including placing and tracking orders Good knowledge of Bradford Full clean driving licence and access to own vehicle | |
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Summary of terms

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| Location: | You will be based in Bradford and work from home, around the requirements of your role for in person meetings or travel. |
| 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 to support the delivery of events in the evenings and at weekends. Time off in lieu will be granted for any additional hours worked. |
| Travel: | This post will require regular travel around Bradford, as well as national travel when required. 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. This role is also subject to a Disclosure and Barring Service check. |