

Job description

Job title:	Project Officer, Criminal Justice
Salary:	£26,000 to £28,000 per year
Contract:	Fixed term for two years
Hours:	Full time, 35 hours per week
Directorate:	Criminal Justice and Adult Literacy
Reports to:	Programme Manager, Criminal Justice
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

Our criminal justice work includes projects across men's and women's prisons, as well as Young Offender Institutions. Everything we do centres confidence-building, wellbeing and increased access to creative literacy opportunities.

Books Unlocked has been running for 12 years and now promotes reading for enjoyment in more than 100 prisons across the UK. Our New Chapters project enables participants to express themselves through creative writing, and Readconnect uses the power of storytelling to support connections between people in prison and their children and young relatives. Inside Stories with Audible gives young people in custody access to audiobooks and podcast making skills, and our national project, funded by the Ministry of Justice, means we are able to provide literacy as enrichment as part of a national pilot.

This role will support the day-to-day running of the criminal justice team across all of these functions and projects. As well as general administrative tasks, you will arrange events in prisons, create resources and manage relationships with publishers and authors. There will also be the opportunity to get experience of managing a project, by supporting the delivery of Books Unlocked.

Key contacts

You will work with colleagues across the criminal justice team as well as with our communications and development teams. External contacts will include prison staff, authors and workshop facilitators, external funders and stakeholders, and the Prison Radio Association.

Outline of responsibilities

- Support with arranging author events in prisons – handling travel, expenses, and book ordering
- Support project settings with processing of feedback forms and evaluation
- Support the team to identify key authors and facilitators whom we can partner with to deliver our work
- Support the team with the design, proof, print and despatch process for resources
- Maintain accurate and current records, including on our contacts database
- Support internal and external reporting, presentations and project updates
- Maintain publisher and author relationships

- Work with the team to keep website content up to date, and write copy for communications with stakeholders where necessary
- Develop and maintain administration systems and workflow processes

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>Experience of administration and team support</p> <p>Experience of using Zoom and Teams in a professional context</p> <p>A good working knowledge of Microsoft Word, Excel and Outlook</p> <p>Excellent written and spoken communication skills to a variety of audiences</p> <p>Excellent organisational skills, with attention to detail</p> <p>Ability to work autonomously and manage your own workload, across a number of projects</p>	<p>Experience of using databases and website content management systems</p> <p>Knowledge of contemporary literature</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 role may require 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.</p>