

Job description

Job title:	Project Officer, Literacy Champions, Manchester
Salary:	£26,000 per year
Contract:	Fixed term for 12 months
Hours:	Full time, 35 hours per week
Directorate:	Communities and Local Areas
Reports to:	Senior Programme Manager, North West
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 will oversee delivery of our Literacy Champions project in Manchester. The project is part of our National Literacy Trust Hub in Manchester, which is a 10-year, Manchester-based response to the challenges of intergenerational low literacy. Read Manchester brings together local partners to tackle literacy issues, working with business, health, education and cultural organisations to help raise literacy levels.

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 be responsible for working within target communities to identify potential volunteers and volunteering opportunities. You will develop new strategies for recruiting, training and supporting these volunteers, and mobilising key community partnerships. You will create processes and resources that can support delivery of Literacy Champions in other areas, and oversee a Community Engagement Group that will inform our work across the Hub. You will also help identify, train and support volunteers who want to be Lead Literacy Champions, who help coordinate and support other Literacy Champions.

You will also support our work more widely to raise literacy outcomes across Manchester. This will include working on delivery of projects in the area as well as working with the Early Years team to help recruit, train and support Early Years Literacy Champions.

Key contacts

As well as the communities and local areas team, you will work with our schools and communications teams. You will also work closely with colleagues at Manchester City Council.

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

Outline of responsibilities

- Identify opportunities to recruit volunteers from our target areas to become Literacy Champions, working to programme targets
- Engage potential volunteers and organise training events
- Initiate DBS checks and keep accurate records
- Maintain regular contact with Literacy Champions and support them to develop and deliver activities which promote literacy in their communities
- Gather case studies from Literacy Champions to build an evidence base of the impact of their work
- Create resources and training materials that can support the delivery of Literacy Champions in Manchester and in other Hubs across the UK
- 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 events and all associated communications
- Provide onsite support with event logistics, book storage and deliveries, including manual handling of resources
- Support the work of the Hub as required

This outline is indicative and is not intended to provide a complete list of duties. The post holder 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
Recruiting, training and supporting volunteers Excellent knowledge of volunteer management and safeguarding Project support in a charity or educational context Developing resources and training materials	Handling sensitive/confidential information Experience of community mobilisation Planning and delivering events Excellent knowledge of literacy issues

<p>Maintenance of project plans and budgets and reporting against them</p> <p>Coordinating goods and supplies, including placing and tracking orders</p> <p>Good knowledge of Manchester</p> <p>Full clean driving licence and access to own vehicle</p>	<p>Good knowledge of schools and community-based organisations</p> <p>Use of social media</p>
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Summary of terms

Location:	You will be based in Manchester 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 Manchester, as well as national travel when required. Travel expenses will be paid when incurred in line with our expenses policy.

<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> <p>This role is also subject to a Disclosure and Barring Service check.</p>
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