

Job description

Job title:	Project Officer, Literacy Champions, Suffolk
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:	Hub Manager, Suffolk
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 the delivery of our Literacy Champions project across Lowestoft and other key areas of Suffolk as part of a county-wide campaign. Literacy Champions identifies, trains and supports local people to become engaged volunteers who are taking action to support literacy outcomes in the area.

You will be responsible for working within target communities to identify potential volunteers and volunteering opportunities. This will include developing new strategies for recruiting, training and supporting these volunteers, and mobilising key community partnerships. You will create processes and resources that can support the delivery of Literacy Champions in other areas, and oversee a parent and carer steering group that will inform our work across the Hubs.

Our community engagement work is expanding and we are currently focused on recruiting four types of Literacy Champions:

- People who will engage with communities face-to-face
- Digital Literacy Champions who will help with social media and other online support
- Youth Literacy Champions – young people either volunteering within a school or youth group setting, or students at college or university
- Early Years Literacy Champions – volunteers with experience and interest in supporting families with children in the early years

Alongside delivery of this programme, you will support the Hub Manager more widely in our work raising literacy outcomes across Lowestoft and the wider county.

Key contacts

As well as the communities and local areas team, you will work closely with our communications and schools teams. External contacts will include volunteers, community organisations, local stakeholders, businesses, schools and parents.

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 Suffolk and in other Hubs across the UK
- Recruit parents and carers to a steering 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

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>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>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 the Suffolk area</p> <p>Full clean driving licence and access to own vehicle</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</p>

Summary of terms

<p>Location:</p>	<p>You will be based in Lowestoft and work from home, around the requirements of your role for in person meetings or travel.</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.</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>
<p>Travel:</p>	<p>This post will require regular travel around Lowestoft and the wider Suffolk area, as well as nationally. 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> <p>This role is also subject to a Disclosure and Barring Service check.</p>