

Job description

Job title:	Project Officer, Literacy Champions (Birmingham)
Salary:	£26,000 per year pro rata (0.8 to 1.0 FTE)
Contract:	Permanent
Hours:	28 to 35 hours per week
Directorate:	Communities and Local Areas
Reports to:	Hub Manager, Birmingham
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 as part of the delivery of our Birmingham Literacy Hub. 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. The Birmingham Literacy Hub brings together the expertise of the National Literacy Trust and the University of Birmingham to deliver a new kind of Literacy Hub: academic research and the resources of a civic university are deployed through the Hub to raise the literacy levels of teenagers and adults facing significant challenges.

Our Literacy Champions project identifies, trains and supports 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 with target communities across Birmingham as well as with students from the University of Birmingham, 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.

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

Key contacts

You will work with colleagues across our communities and local areas team, as well as our schools and communications teams. You will also work closely with University of Birmingham staff and students including lead researchers, student experience and widening participation teams.

External contacts will include volunteers and local community members, community-based organisations, local businesses, schools, adult education centres, FE colleges, 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
- Coordinate student engagement working with University departments including Student Experience Officers, Widening Participation Team and the Student Union
- Develop the Literacy Champions programme working with Birmingham Adult Education Service, schools and wider community partners
- 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
- Support evaluation activity including uploading and maintaining records digitally, administering surveys, and collecting 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 Birmingham and in other hubs across the UK
- Maintain project plans and budgets, and report on these as required
- Provide onsite support with event logistics, book storage and deliveries, including manual handling of resources
- Support the work of the Hub and work closely with the Birmingham Hub Manager as required

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
Recruiting, training and supporting volunteers Excellent knowledge of volunteer management and safeguarding	Experience of working with a university Experience of community mobilisation Planning and delivering events Excellent knowledge of literacy issues

<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>Knowledge of the Birmingham community, its challenges and relevant local organisations</p> <p>Full clean driving licence and access to own vehicle</p>	<p>Good knowledge of secondary school provision and work with adults</p> <p>Handling sensitive / confidential information</p> <p>Using a CRM database</p> <p>Ability to foster excellent relationships with participants and a wide range of community and strategic partners</p>
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Summary of terms

<p>Location:</p>	<p>You will be based in Birmingham 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 Birmingham, as well as national travel when required. 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>
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