National Literacy Trust
Change your story

Job description

Job title:	Project Officer, Literacy Champions (East Midlands)
Salary:	£26,000 per year
Contract:	Fixed term to end of March 2027
Hours:	Full-time, 35 hours per week
Directorate:	Communities and Local Areas
Reports to:	Regional Lead
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.

National Literacy Trust
Change your story

Purpose of role

2026 will be a National Year of Reading, a once-in-a-generation, UK-wide campaign to engage new audiences in reading and change the national reading culture for good. The National Literacy Trust will lead, develop and coordinate the National Year of Reading, ensuring a powerful and engaging national campaign which redefines reading for a new generation.

A core part of our plans is to mobilise 100,000 volunteers across the country. This will include people using volunteering days provided by their employers or giving their time to other literacy organisations, as well as our own volunteers, Literacy Champions.

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. We already have over 1,400 Literacy Champions who support our work in targeted locations, delivering literacy activities to engage local families. Some of those volunteers are Lead Literacy Champions – volunteers who take on a planning and coordination role working with others.

Through the National Year of Reading, we want to expand this model across the country. You will coordinate this work across the East Midlands region, identifying and engaging organisations and volunteer groups, and providing training and support so they can become Literacy Champions. You will also work with first-time volunteers who sign up to support the National Year of Reading and, critically, find and train people to be Lead Literacy Champions, ensuring this work continues beyond 2026.

This is an opportunity to build a new network of volunteers from the ground up. You will work alongside our existing local teams based in your region, and with the support of our central volunteering team, and be part of a network of colleagues doing a similar role in each of the nine English regions. Our aim is to recruit at least 40 Lead Literacy Champions per region, each working with around six Literacy Champions and making a significant contribution to reading.

National Literacy Trust
Change your story

Key contacts

You will work with colleagues across our communities and local areas team as well as our education and communications teams. This will include working closely with two other officers reporting to the same Regional Lead. As further funding is secured, we plan to recruit more officers in each region to expand our reach.

External contacts will include volunteers and local community members, community-based organisations, local businesses, early years settings, primary 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
- Engage a wide range of early years settings, schools, community organisations and local businesses
- 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, collecting case studies from Literacy Champions to build an evidence base of the impact of their work
- Consult members of the community regularly about our work
- Maintain project plans and monitor spend
- Organise events and all associated communications
- Provide onsite support with event logistics, book storage and deliveries

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.

National Literacy Trust
Change your story

Person specification

Essential	Desirable
Experience of recruiting, developing and supporting volunteers Working with early years settings, schools or community organisations Good knowledge of safeguarding Project support in a charity or educational context Maintenance of project plans and budgets and reporting against them Coordinating goods and supplies, including placing and tracking orders Good knowledge of the region Full clean driving licence and access to own vehicle Able to manage the physical aspects of the role, including supporting events, and transporting books and resources	Good knowledge of the early years, schools or community sectors Handling sensitive/confidential information Experience of community mobilisation Planning and delivering events Developing resources and training materials Excellent knowledge of literacy issues Capability in using social media

Summary of terms

Location:	You will be based in the East Midlands region 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 and time off in lieu will be granted for any additional hours worked.
Travel:	This post will require significant travel around the region, 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.