

Job description

Job title:	Project Officer, Literacy Champions, Middlesbrough
Salary:	£26,000 per year pro rata (0.6 TFE)
Contract:	Fixed term until March 2025
Hours:	21 hours per week
Directorate:	Communities and local areas
Reports to:	Programme Manager
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 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 book-gifting and creating videos for parents. We currently have over 400 Literacy Champions across the country.

You will work within target communities across Middlesbrough to identify potential volunteers and volunteering opportunities, with a particular focus on supporting families with pre-school children. You will develop new strategies for recruiting, training and supporting volunteers, as well as mobilising key community partnerships. You will also empower volunteers to support early years activity by working closely with early years settings, primary schools, family hubs and community organisations, and help roll out campaign messaging and programmes.

The project is part of our National Literacy Trust Hub in Middlesbrough, a 10-year response to the challenges of intergenerational low literacy, bringing together a wide range of local partners.

Key contacts

You will work closely with our Hubs, early years, schools and communications teams, as well as external contacts including volunteers and local community members, community-based organisations, local businesses, early years settings, schools, parents and other stakeholders.

Outline of responsibilities

- Engage a wide range of early years settings, schools, community organisations and businesses in local area
- Identify opportunities to recruit volunteers from our target ward areas to become Literacy Champions (volunteers)
- Engage potential volunteers and organise training sessions
- Facilitate training for volunteers
- Initiate DBS checks and keep accurate records
- Liaise with and provide updates to early years and Hub team
- Maintain regular contact with the Literacy Champions and support them to develop and deliver activities which promote literacy in their communities (including via WhatsApp during working hours)

- 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 Middlesbrough and in other Hubs across the UK Maintain project plans and budgets, and report on these as required
- Organise events and all associated communications
- Provide onsite support with event logistics
- Support the work of the Hub 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
<p>Good knowledge of the early years sector</p> <p>Experience of working with volunteers</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>Maintaining excellent records of sign up and engagement</p> <p>Willingness to complete professional training, including, manual handling and safeguarding</p>	<p>Project support in a charity or educational context</p> <p>Experience of work with early years settings, schools or community organisations</p> <p>Clear and confident communicator, with experience of communicating with a range of stakeholders</p> <p>Excellent working knowledge of MS Office Word, Excel and Outlook</p> <p>Use of social media</p> <p>Planning and delivering events</p> <p>Good knowledge of the Middlesbrough area</p>

<p>Team player, adaptable in situations of frequent priority and focus change</p> <p>Full clean driving licence and access to own vehicle</p>	
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Summary of terms

Location:	You will be based in Middlesbrough 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 national travel. 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.