

Job description

Job title:	Project Officer, Literacy Champions (Swindon)
Salary:	£26,000 per year
Contract:	Fixed term for 18 months
Hours:	Full-time, 35 hours per week
Directorate:	Communities and Local Areas
Reports to:	Project 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

This role will oversee the delivery of our Literacy Champions project as part of the development and delivery of our Literacy Hub in Swindon. A Hub is a 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. Our Swindon Hub was launched in 2018 and has a focus on supporting families to achieve better outcomes in the early years through improved speech, language and communication skills and a stronger home-learning environment. The team also work with local primary schools as well as a wide range of local partners.

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.

In Swindon, our volunteers will work particularly closely with Early Years and community settings. You will be responsible for working within target communities across the town, and will develop new strategies for recruiting, developing and supporting volunteers, and mobilising key local partnerships to support these. You will create processes and resources that can support the delivery of Literacy Champions and oversee a community consultation that will inform our work across the Hub. You will help identify, train and support volunteers who want to be Lead Literacy Champions, who help coordinate and support other Literacy Champions.

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

Key contacts

You will work with colleagues across our communities and local areas team, as well as our education and communications teams. You will also work closely with Swindon Borough Council.

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

Outline of responsibilities

- Identify opportunities to recruit volunteers from our target areas to become Literacy Champions and Lead Literacy Champions, working to programme targets.
- Engage these potential volunteers and organise virtual or in-person training events
- Engage a wide range of early years settings, schools, community organisations and local businesses.
- Initiate DBS checks and keep accurate records of volunteers, using our volunteer management system

- 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 Swindon and other Hubs across the UK
- Consult members of the community regularly about our work
- 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
<p>Prior experience of recruiting, training and supporting volunteers</p> <p>Experience of work with Early Years settings, schools or community organisations</p> <p>Excellent knowledge of 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 Swindon</p> <p>Full clean driving licence and access to own vehicle</p>	<p>Good knowledge of the Early Years, schools and community-based organisations sector.</p> <p>Experience of 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>Capability in using social media.</p>

Summary of terms

Location:	You will be based in Swindon 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 regular travel around Swindon , 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.