

Job description

Job title:	Project Officer, Voices for the Future
Salary:	£28,000 per year pro rata (0.7 FTE) / £18,200 per year
Contract:	Fixed term to end of March 2027
Hours:	24.5 hours per week
Directorate:	Communities and local areas
Reports to:	Project Manager, Voices for the Future
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.

Our work in Wales

This is an exciting time to get involved in our work in Wales. Our work here has been expanding steadily over the last decade, starting with our Young Readers Programme, which has been running in targeted schools in Swansea and Flintshire since 2012, and is now also in Merthyr, Newport and Cardiff. With funding from Chase Rewarding Futures, we are also improving primary school library provision, working with more than 70 schools across South Wales. We run volunteering programmes in partnership with food poverty organisations across Cardiff, Newport and Merthyr, and author events in partnership with sports teams across South Wales.

Purpose of role

Voices for the Future is an ambitious new project that will explore ways for diverse communities to find personal and local connections to the rich heritage of the Newport Rising and Chartism in Wales. It will be delivered across Newport, Caerphilly and Torfaen, with a focus on understanding how this heritage can inform and shape our vision for the future.

You will be responsible for on-the-ground project delivery and managing social and traditional media to capture, communicate and celebrate the work. You will ensure communities are able to engage with the project, adapting work to meet their needs where necessary, creating accessible resources and working alongside local writers and artists. Co-production values should feed into every stage of the process. You will be supported in all this by our marketing and communications team, as well as the Project Manager.

You will also spread key messages among communities, build relationships with local partners and manage campaign activities and events. You will develop new strategies for recruiting, training and supporting participants to develop their skills through writing workshops, trail mapping and co-creating community heritage resources.

Key contacts

You will work with internal contacts across our Communities and Local Areas team, as well as communications, fundraising and school programmes. External contacts will include community organisations, local stakeholders, businesses, schools and other education/early years settings, project participants and volunteers,

Outline of responsibilities

- Identify opportunities and recruit volunteers from within a network of local partners, working to agreed targets and timeframes
- Engage potential volunteers and organise training events
- Initiate DBS checks (where necessary) and keep accurate records
- Maintain regular contact with volunteers and support them to develop and deliver activities which promote literacy in their communities
- Co-create resources and training materials with communities
- Gather case studies to build an evidence base of impact
- Monitor and help evaluate delivery
- Organise events and all associated communications and logistics
- Provide onsite support with event logistics
- Provide other project and campaign support as required
- Plan and deliver a regular content schedule for social media pages (Facebook or Instagram), working alongside the Project Manager and national content team
- Write press releases, articles and quotes

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>Experience of recruiting, training and supporting volunteers</p> <p>Coordinating project delivery in a charity or educational context</p> <p>Managing digital and social media accounts</p> <p>Excellent written and spoken communications skills</p> <p>Good knowledge of the needs of different communities across South East Wales</p> <p>Fluent Welsh Language skills</p> <p>Full clean driving licence and access to own vehicle</p>	<p>Recent experience working in a communications role with campaigning responsibilities</p> <p>Experience of community mobilisation</p> <p>Developing resources and training materials</p> <p>Planning and delivering events</p> <p>Strong IT skills including using Microsoft Office, working with images and uploading content online</p> <p>Knowledge of literacy issues, and working with schools and community-based organisations</p>

Summary of terms

Location:	You will be based in South East Wales, within reach of Newport, Caerphilly and Torfaen, and work from home, around the requirements of your role for in person meetings or travel.
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<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 South East Wales, as well as national travel. 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>