

Job description

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| Job title: | Schools Project Manager, National Year of Reading |
| Salary: | £30,500 per year |
| Contract: | Fixed term until end of January 2027 |
| Hours: | 35 hours per week |
| Directorate: | National Year of Reading |
| Reports to: | Director, National Year of Reading |
| 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.

2026 will be a National Year of Reading (NYR), an exciting UK-wide campaign aiming to engage new audiences in reading and to change the national reading culture for good. It will position reading as a powerful contemporary activity, the key to unlocking potential in a digital-rich AI world and as a rich cultural activity which links people, boosts skills and empathy and benefits wellbeing.

Commissioned by the Department for Education, the National Year of Reding will deliver a consumer-facing social marketing campaign to promote reading. It will also mobilise national partners and local stakeholders in a major national celebration of the power of reading,

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.

Purpose of role

This role is responsible for developing and delivering our schools activation project within the National Year of Reading (NYR) campaign. Supporting all schools nationally to understand the importance of, and the activity and development needed to embed, reading for pleasure will be a core activity of the NYR.

The role will take forward the design, creation and delivery of a set of resources accessible by all schools nationally – across nurseries, Primary and Secondary schools nationally. Additionally, a suite of professional development activities (online and/or in-person) will be planned and co-ordinated. The role will need to work very closely with the NLT Professional Learning and Partnerships team, to commission activity with them and ensure alignment with our school offer.

Key contacts

You will work very closely with colleagues across our education directorate, including our early years, primary and secondary school teams, and specifically on the design and creation of resources and training events.

External contacts will include partner organisations involved in delivering the campaign – e.g. reading and literacy charities, publishers, corporate partners,

booksellers, schools and libraries – as well as those involved in the design or production of resources for schools.

Outline of responsibilities

- Manage and support project delivery, including logistics, safeguarding, content and resource development, risk management, quality assurance, event management and volunteer management
- With the Campaign Director, Director of Education and wider education teams, plan and deliver the schools activation elements of the NYR campaign. This will include resource packs (online and/or physical) and professional development events (online and/or in-person) as well as supporting on any other schools-facing work included in the campaign.
- Work with the development team to align funding asks and funding budgets with resourcing needs and priorities
- Work with the Professional Learning and Partnerships team to commission content and delivery of resources and events
- Contribute to the continuous improvement of evaluation processes and tools
- Maintain accurate and current records, including on our contacts database
- Provide a high standard of internal and external stakeholder management
- Support internal and external reporting, including drafting reports, presentations and project updates
- Support the effective management of project expenditure
- Represent the charity and present our work to a wide range of audiences

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 |
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| <p>Excellent project management skills Event planning and delivery Experience working with schools Understanding of the UK education sector Excellent communication skills Logical and well organised Adaptable and flexible team player Working independently and problem solving</p> | <p>Working in an education setting Understanding of schools' needs and challenges Experience of over-seeing and/or designing resources for schools Experience of over-seeing and/or designing/delivering professional development for schools</p> |

Summary of terms

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| Location: | <p>You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.</p> |
| 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> |

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| Travel: | This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy. |
| Safeguarding: | <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> |