

Job description

Job title:	Schools Resources Manager
Salary:	£39,500 per year
Contract:	Fixed term for 12 months
Hours:	Full time, 35 hours per week
Directorate:	School Programmes
Reports to:	Head of School Programmes
Direct/indirect reports:	1 direct

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

As part of our school programmes team, you will be responsible for leading the delivery of our school resources strategy. Each year, we work with thousands of primary and secondary school teachers and we have a reputation for providing engaging, high-quality literacy resources for their classrooms, as well as to use across their schools.

As Schools Resources Manager, you will collate, curate, quality assure and promote existing resources to our schools' audience. You will also actively seek new partnerships and funding opportunities to extend our reach, and manage relationships with a wide range of corporate and charity stakeholders.

Key contacts

As well as the school programmes team, you will work with our communications and development teams, as well as external partners, funders and potential funders, schools, and professional authors and writers.

Outline of responsibilities

- Work closely with colleagues to develop a school resources and membership strategy and clear 'schools offer' aligned to all areas of work including CPD and programmes
- Curate, create and collate school resources
- Manage the quality assurance of school resources created across the organisation
- Lead the delivery of programmes and other related activity in line with the organisation's strategy
- Provide effective line management and support
- Identify and develop new activities and grow existing areas of work to increase the reach of our work
- Manage relationships with funders, key stakeholders and contractors
- Ensure programme budgets are managed effectively and that all activity is delivered on time and to budget
- Work with the research team to ensure all work is evidenced and to develop effective mechanisms for evaluation and feedback in relation to the school membership and resources strategy

- Work with the development team to manage partnerships, report on programmes and impact, and create applications for new funding to meet agreed targets
- Represent the charity externally, including as a media spokesperson

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>Class teaching experience in the UK – preferably in primary or equivalent setting</p> <p>Creation of effective, engaging and innovative teaching resources for reading, writing and spoken language across a broad age range</p> <p>Knowledge of the national curricula and of popular resources websites and published teaching resources</p> <p>Comprehensive understanding of key educational research around literacy and what constitutes good practice in literacy teaching</p> <p>Excellent project management skills</p> <p>Excellent communication skills</p> <p>Adaptable and flexible team player</p>	<p>Production and quality assurance of resources including proofing and formatting</p> <p>Experience of copywriting and creation of website pages</p>

Summary of terms

<p>Location:</p>	<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>
<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. 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 role may require occasional 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. This role is also subject to a Disclosure and Barring Service check.</p>