



Changing life stories

# Job description

Job title:	Project Officer, Literacy Champions – South East Wales
Salary:	£26,000 per year pro rata (0.4 FTE)
Contract:	Fixed term for two years
Hours:	14 hours per week
Directorate:	Communities and local areas
Reports to:	Project Manager
Direct/indirect reports:	None

## Our mission

The National Literacy Trust gives children and young people from disadvantaged communities the literacy skills to succeed in life. We work with schools and other education settings, with communities and partners, and directly with children and families. Our research and analysis make us the leading authority on literacy and drive our interventions. Underpinning all of our work is our commitment to becoming a more diverse and inclusive charity, better at listening to and working in partnership with communities.

## Purpose of role

Our Literacy Champions project identifies, trains and supports volunteers who work with us to design new and innovative 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. We currently have over 400 Literacy Champions across the UK.

Our first Literacy Champions project in Wales will focus on food pantries and other provision for families experiencing day-to-day financial struggles, to establish ways we can work in partnership to enrich existing provision with community-led literacy activities, events and resources. Working in target communities across South East Wales (Newport, Cardiff and Merthyr Tydfil), you will identify potential volunteers and volunteering opportunities and develop strategies for recruiting, training and supporting these volunteers, as well as mobilising key community partnerships.

As well as addressing immediate need and providing food and essential items to families experiencing hardship, our aim is to work directly alongside the community on projects that contribute to the longer-term goal of raising literacy levels and providing the best start to life.

This is a home working role based in South East Wales, with regular travel around the area.

## Key contacts

Our schools and communications teams, volunteers and local community members, community-based organisations, local businesses, schools, parents and other stakeholders.

## Outline of responsibilities

- Develop and maintain a network of alternative food provisions across South East Wales, supporting them to find new ways to incorporate literacy resources, events and activities within existing provision in meaningful ways
- Identify opportunities and recruit volunteers from within our network of partners, working to agreed targets and timeframes
- Engage potential volunteers and organise training events
- Initiate DBS checks and keep accurate records
- Maintain regular contact with Literacy Champions and support them to develop and deliver activities which promote literacy in their communities
- Create resources and training materials to support delivery
- Gather case studies to build an evidence base of impact
- Utilise monitoring and evaluation tools as required to generate reporting data
- Recruit parents and carers to a steering group and run regular meetings
- Maintain project plans and budgets, and report on these as required
- Organise events and all associated communications and logistics
- Provide onsite support with event logistics
- Provide other project and campaign support 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
<ul style="list-style-type: none"> <li>• Experience of recruiting, training and supporting volunteers</li> <li>• Providing project coordination in a charity or educational context, including maintaining and reporting against project plans and budgets</li> <li>• Developing resources and training materials</li> <li>• Excellent knowledge of literacy issues, and working with schools and community-based organisations</li> <li>• Excellent written and spoken communications skills</li> <li>• Good knowledge of the needs of different communities across South East Wales</li> <li>• Basic Welsh language skills (GCSE or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of community mobilisation</li> <li>• Planning and delivering events</li> <li>• Using social media to support marketing and campaigns</li> <li>• Full clean driving licence / access to a car</li> <li>• Able to manage deliveries and movement of books and other resources</li> </ul>

## Summary of terms

Location:	You will be based in South East Wales 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. 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 post is also subject to a Disclosure and Barring Service check.