**Community Project Coordinator**

**Responsible to:** Schools Programme Manager

**Responsible for:** Community Literacy Lab Tutors and Volunteers.

**Liaises with:** External agencies and community group representatives

School Representatives

Communications & Fundraising Team

Administration and HR Coordinator

Head of Education and Development

**Background:** Community Literacy Labs offer literacy support after school and on Saturdays. They offer a mix of support from Tutors and Volunteers with 30 minutes one-to-one tuition followed by embedding learning with a volunteer.

**Job Objective:** To coordinate the delivery of Community Literacy Labs across London and, as appropriate, other cities or areas of operation. To deploy, train and coordinate Literacy Lab tutors and volunteers and to manage the timetable to cover all Community Labs.

The role requires someone who is willing to deliver the programme to agreed targets (numbers of children supported and Community Literacy Labs recruited) to ensure it is educationally robust, efficiently run and maximising its impact.

**Based at: London Office** although it is anticipated that the majority of time will be spent in and around the Community Labs

**Main Duties:**

1. **Delivery and Management of Community Literacy Labs**
2. **Marketing of Community Literacy Labs**
3. To promote Community Literacy Labs to primary schools and communities across London with the Communications & Marketing team supported by high quality promotion and information materials produced by the team.
4. Developing relationships with the general public, especially parents and carers
5. **Staff & Line management**
6. Management of Literacy Tutors in Community Literacy Labs where necessary
7. To oversee the recruitment and induction of Literacy Tutors for Community Literacy Labs (supported by the HR Coordinator)
8. **Recruitment and management of Community Literacy Lab volunteers**
9. To promote volunteering opportunities within communities and centrally to secure sufficient volunteers to meet demand.
10. To oversee the recruitment, selection and appropriate vetting procedures, assisted by HR Coordinator
11. To undertake interviews with potential volunteers to determine their suitability (supported by the HR Coordinator)
12. **Training and oversight of Community Literacy Lab volunteers**
13. To provide high quality induction training for volunteers.
14. To ensure volunteers have access to on-going training and development as required, providing this as necessary
15. To work with the SPM to manage volunteers for quality assurance and troubleshooting purposes.
16. **Managing the relationship with partner schools, communities and parents**
17. To maintain a strong profile for The Community Literacy Project within partner schools and in communities
18. To act as an advocate for The Children’s Literacy Charity in schools and communities promoting its wider activities, interventions and services
19. To develop strong relationships with parents and carers
20. **Standards, Impact and Reporting**
21. To monitor and evaluate the standard of delivery and the impact on children’s progress.
22. To ensure timely and accurate capture and collation of impact measures from all Community Literacy Labs.
23. To work with the SPM to ensure timely impact reporting.
24. To be responsible for the collection of data to ensure the effectiveness of the intervention
25. **Financial & resource management**
26. To liaise with the SPM to ensure all costs for running and managing the project does not exceed the budget
27. To liaise with the Finance Team to ensure invoices are raised and payments received.
28. To ensure payments are collected and taken to the office
29. **Developing Community Literacy Labs**
30. To use insights gained from the day to day management of the current project to support the SPM to develop it beyond its current scope and reach.
31. To support the SPM to grow the number of new partnerships - improving and developing the processes for doing so.
32. To develop and improve processes for supporting volunteers whilst working in the Literacy Labs, working with the HR Coordinator
33. **General duties**
34. To pay a full and active role as a member of The Children’s Literacy Charity, engaging in wider organisational activities as necessary
35. Any other duties as may be reasonably required by the line manager

**Person Specification**

We operate in a culture of flexibility, adaptability, initiative taking and team working and would expect to see these qualities in our Community Literacy Coordinator.

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| **EDUCATION** | * Educated to degree level or equivalent qualification | *Essential* |
| **EXPERIENCE**  **&**  **KNOWLEDGE** | * Experience of working in a primary school or community setting with children and parents. * Experience of coordinating community-based projects * Experience of recruiting and managing volunteers, or a demonstrable knowledge of the issues surrounding volunteer management. * Experience of delivering training * A broad understanding of the education environment, in particular with regard to literacy acquisition in primary schools. * Experience of teaching and/or tutoring primary school children with literacy difficulties | *Essential*  *Desirable*  *Desirable*  *Desirable*  *Desirable*  *Desirable* |
| **SKILLS & QUALITIES** | * Proactive, self-starter who enjoys working under their own initiative. * A positive, ‘can-do’ attitude * Community minded with a demonstrable understanding of the issues surrounding volunteer motivation and management. * Strong organisational skills, able to prioritise and manage a varied and significant workload * Excellent communication and interpersonal skills: able to relate and communicate with confidence and professionalism to a wide range of stakeholders * Administratively self-sufficient and competent in Microsoft Office (MS Word, Excel, PowerPoint, etc.) * Reliable and committed * Commitment to the values of The Children’s Literacy Charity | *Essential*  *Essential*  *Essential*  *Essential*  *Essential*  *Essential*  *Essential*  *Essential*  *Essential* |

**References**

Two references and a Disclosure and Baring Service Enhanced Disclosure will be taken up following a successful interview.

**Equal Opportunities**

The Children's Literacy Charity recruits staff on the basis of their skills, experience and ability without regard to race, nationality, gender, age, sexuality, disability or religion.

Further information about The Children's Literacy Charity and a copy of our recent Annual Accounts can be found at [www.thechildrensliteracycharity.org.uk](http://www.thechildrensliteracycharity.org.uk)

**Outline Terms and Conditions**

**Contract: fixed Term Jan – July 2019**

**Hours: 3 days a week term time only**

**Normal Hours: Between 10am – 6pm** including Saturdays but flexibility required

**Salary:** **£23 - 25K pa pro rata depending on experience**

**Pension:** If you are an eligible worker you will be auto enrolled into the NEST pension scheme. Details of this scheme will be sent upon commencement of employment.

If you are not an eligible worker you are still entitled to join the scheme upon request and the charity will match contributions to your pension (up to 3%) after 6 months employees after 6 months of employment.