

**Project Manager - Schools
Grade G
Fixed-term contract to end of March 2018**

Job Purpose

Scope, design and implement Schools programmes and activities effectively and with maximum impact.

The post holder will report to: Head of Sector – Schools

The post holder will line manage: Programme Coordinator

Key Responsibilities:

- Programme design.
- Project management.
- Relationship management.
- Subject matter expertise.

Principal Duties:

Programme design:

Manage development of Schools programmes:

- Review and analyse existing programmes
- Assess and make evidence-informed recommendations for developing new or existing materials, products, projects or programmes
- Identify clear goals, outcomes and measures for programmes
- Share relevant information and communicate to colleagues in clear, compelling and appropriate formats, including developing clear programme specifications or product outlines
- Develop evaluation plans with the Research team

Project management:

Project-manage the design and development stages of reading for pleasure programmes:

- Manage implementation of relevant components or workstreams within projects to ensure activities are delivered on time, on budget and in line with outcomes, milestones and contractual obligations.

- Manage planning, tracking, controlling and communicating progress against workstream schedules to ensure activities are delivered on time.
- Control, manage and monitor Schools activity budgets including regular reporting to relevant colleagues and funders and identifying risks or savings.
- Implement evaluation plans to identify project outcomes and impact.
- Manage creating content as relevant for specified programmes.

Relationship management:

Manage external and internal relationships effectively:

- Identify, develop and maintain effective relationships with a network of schools professionals and education experts. Key relationships include: teachers; headteachers; deputy headteachers; literacy coordinators and school librarians.
- Identify, develop and maintain an effective network of schools across England, Northern Ireland and Wales to support project design, take-up, development and review.
- Ensure events or meetings with schools and education professionals are implemented effectively to meet programme goals.
- Liaise closely and maintain effective relationships with Operations Project Managers to ensure projects are delivered effectively.

Subject matter expertise:

Act as a schools subject matter expert within BookTrust:

- Maintain current and relevant knowledge and understanding of schools. This includes knowledge of education practice across primary and secondary schools (curriculum, programmes of study and assessment), policy, programmes and interventions and the legal and economic context in which schools operate.
- Research on developments in education and reading for pleasure in the schools sector.
- Produce clear, compelling briefings and analysis of current trends and what's happening in practice in the education sector.
- Contribute to, advise on and review content or proposals to ensure relevant BookTrust programmes, products, campaigns are technically accurate; and reflect education practice, policy and evidence on reading for pleasure interventions.
- Draw on and engage academic and other relevant expertise to seek input for programme design.

General Duties:

- Be an active member of the team, participating in meetings and supporting colleagues.
- Provide regular progress reports to the Head of Schools
- Be committed to personal development, particularly in the area of specialist knowledge within Programmes.
- Carry out all duties in line with Book Trust policies and procedures and being prepared to undertake additional reasonable duties, as required
- Promote BookTrust and its vision and values in all activities, both internally while carrying out duties and externally, with stakeholders and the general public.

Person Specification:

PERSON SPECIFICATION		
Job title: Project Manager –Schools		
CRITERIA	E or D*	S or I**
KNOWLEDGE		
Knowledge and understanding of the environment that schools and schools professionals operate in. This could include the curriculum and programmes of study, policies and funding.	E	S/I
Understanding of the importance of reading and literacy as drivers of social change	E	S/I
SKILLS AND EXPERIENCE		
Excellent project management skills with proven experience of project design and delivering projects and activities on time and on budget	E	S/I
Excellent relationship management skills, with experience of relationship management which could include local government, national government, commercial partners and schools	E	S/I
Excellent budget management skills, including forecasting and preparation of budget reports	E	S/I
Experience of line management	E	S/I
Excellent communication skills, both written and verbal, including refined presentation skills and report writing abilities.	E	S
Excellent skills in MS Office including Word, Excel, Powerpoint and MS Project	E	S
Experience of working in a school environment	D	D
ATTRIBUTES		
Collaborative working style	E	I
Problem solves with creative solutions	E	I
Highly motivated with positive attitude and resilience	E	I
Can motivate others and manage conflicts	E	I
QUALIFICATIONS		
Good general education to A level or equivalent	E	S
Degree level qualification or equivalent	E	S
Relevant postgraduate qualification	D	S
CIRCUMSTANCES		
This role will be based at our London office. The post holder must be willing to travel within the UK and to work occasionally out of office hours if required, including evening events.		
<p>*E = essential criteria D = desirable criteria **S = short listing criteria I = interview criteria</p>		

Terms and conditions

Fixed-term contract to the end of March 2018

Salary: £32,528 per annum

28 days holiday per annum + public holidays

Employee Assistance Programme

Flexible working scheme

Season ticket loans

Non contributory pension scheme