

# **Programme Manager, Skills and Engagement**

## **Application Pack**

**Salary up to £30,000 per annum**

**37 hours per week**

**Closing Date: Monday 30 August 2021, 5.00 pm**

**Interview Date: Wednesday 8 September 2021**

## Welcome!

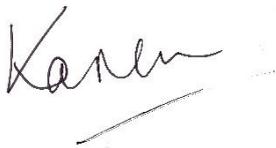
I am delighted that you are interested in joining The Reading Agency. We believe that reading can tackle life's big challenges, from social mobility to mental health, and we are determined that no one is left behind as we strive towards realising our vision.

At The Reading Agency, we bring the proven power of reading to people of all ages and backgrounds so everyone can read their way to a better life. We mean everyone – from children to young adults, prisoners, and older people - irrespective of age or economic background.

We want to ensure that every individual with whom we come into contact is treated with dignity and respect. We are committed to openness and equality of opportunity in every activity, from the way we recruit employees to the way we deliver services.

The work we do changes lives, and it could not happen without the expertise, experience, and passion of our amazing people so if you think you have what it takes to join us then we would love to hear from you.

Kind regards

A handwritten signature in black ink that reads "Karen". The signature is written in a cursive style and is positioned above a horizontal line.

**Karen Napier**  
**Chief Executive**

## The Job

Job title:	Programme Manager, Skills and Engagement
Location:	Based at our London Office (currently home-based)
Hours:	Full time – 37 hours per week
Salary:	£30,000 per annum
Reporting to:	Head of Skills and Engagement

### Context of the job

The Reading Agency is a national charity which tackles big life challenges such as skills and learning, health and wellbeing and social isolation through the proven power of reading. Our programmes reach hugely diverse groups of people of all age groups, from the Summer Reading Challenge for children to Reading Friends and Reading Ahead for adults. We work closely with partners to deliver our programmes to nearly two million people each year.

At the heart of our skills and engagement work with children and young people is the Summer Reading Challenge, the country's biggest reading for pleasure summer reading programme

The Summer Reading Challenge encourages children to keep reading over the long summer holidays, building skills and confidence and tackling the summer reading dip. Post COVID-19 this programme is more important than ever in supporting learning catch up, promoting wellbeing and connecting children up in local and national reading communities.

In 2021 we are aiming to engage one million children through public libraries and the new digital platform.

We are looking to appoint a programme manager to join our dynamic skills and engagement team to lead on the delivery of the Summer Reading Challenge and other aspects of our children and young people's work.

### Purpose of the post

To manage the delivery of the Summer Reading Challenge and support other aspects of our children and young people's work as required.

### Responsibilities:

- To manage the delivery of the Summer Reading Challenge on time, in scope and on budget
- To support delivery and roll out of new Challenge delivery models including the integrated local authority pilot which we are testing for the first time in the summer of 2021
- To support the development of annual themes and associated partnerships
- To manage the design process and narrative development of the annual theme, in line with co-production principles and in collaboration with key stakeholders, ensuring value for money and commissioning best practice
- To review and manage the commissioning and creation of physical and digital resources offered as part of the Challenge, working with colleagues and stakeholders to ensure they meet the needs of the sector, reflect new delivery models and are sustainable for both the organisation and partners

- To manage communications and partnerships with the library sector, and other key delivery partners, relating to the operational and day to day delivery of the Summer Reading Challenge
- To manage the book selection process for the Summer Reading Challenge, ensuring a robust protocol and selection process is in place and that the final list reflects diversity and inclusion priorities
- To line manage the Programme Officer, Skills and Engagement
- To manage the administration and servicing of the Summer Reading Challenge Strategy group ensuring meetings are scheduled in advance and that content is provided in a timely manner, producing content as required
- To work with the Marketing and Communications Team to ensure effective marketing of the Summer Reading Challenge
- To work with the Research and Evaluation Team to manage the data collection and reporting process for the Summer Reading Challenge evaluation
- To manage the planning and delivery of key advocacy moments including launch events and evaluation of participation.
- To manage areas of the Summer Reading Challenge budget, as agreed with the Head of Skills and Engagement.
- To carry out other projects or duties as may be requested by The Reading Agency management
- To work with and support the strategy of the Development team in the sourcing of philanthropic opportunities for the Challenge.
- To undertake other duties commensurate with post

## The Person

Criteria	Essential/Desirable
<b>Experience and skills</b>	
Excellent project management skills	E
Experience of commissioning, and managing design and design processes	E
Influencing skills and personal credibility	E
Excellent communication and interpersonal skills (written and verbal)	E
Knowledge and experience of the world of children's books and reading	E
Ability to come up with creative solutions and ideas	E
Able to work to deadlines, under pressure and to prioritise in a fast-paced environment	E
Flexibility to respond to changing needs	E
Ability to take a methodical approach and pay attention to detail	E
Excellent understanding of digital formats and social media	E
Experience of evaluating the impact of projects	E
Understanding of the library sector	D
Capability in working with and editing digital formats and social media	D
<b>Personal Attributes</b>	
Flexibility – a willingness to adapt and provide support throughout the organisation	E
Adaptable - possessing a positive attitude to change	E
Persistent – able to be proactive to ensure that tasks are completed in a timely manner	E

## Employment Details

### Contract Type

Full time, permanent, 37 hours per week

### Location

This role is London-based, with the flexibility to work from home.

All our staff are currently working from home.

### Line Management

This role reports to the Head of Skills and Engagement and will line manage the Programme Officer, Skills and Engagement

### Salary

Up to £30,000 per annum

### Office Hours

Our full-time hours are from 9.00 am to 5.30 pm from Monday to Thursday with an early 5.00 pm finish on a Friday.

We also offer our employees the flexibility to regularly work from home.

### Probationary Period

The post will be subject to a six-month probationary period.

### Annual Leave

We offer 25 days holiday in the first year. After one year, this increases by one day a year to a maximum of 30 days (pro rata for part time staff).

### Notice Period

The notice period for this role is three months.

### Pension Plan

The Reading Agency offers a contributory pension scheme. The Reading Agency contributes 5% of salary and employees contribute at least 3% of salary.

### Employee Assistance Programme

We have an employee assistance programme provided by Workplace Options. It is free of charge and offers confidential, independent help, information and guidance to all employees and their immediate family 24 hours a day, 7 days a week. It also allows for face-to-face counselling sessions, monthly online training webinars and access to a range of entertainment and shopping vouchers and discounts.

## Personal Development

We support the on-going development of our employees through a range of training and development opportunities, including access to online training courses, mentoring and shadowing.

We also offer up to 6 days per year for personal or professional development, e.g. pursuing a professional or educational qualification, training courses, volunteering.

All employees have a yearly review with their line manager to review performance, set goals and identify areas for personal development.

## Travel

We offer an annual season ticket loan scheme and cycle to work scheme of which employees can take advantage after successfully completing their probationary period.

## Other benefits

- Books are at the heart of everything we do at The Reading Agency. There are always books to read and book recommendations from colleagues.
- We offer weekly yoga classes and a monthly book club.
- We have regular employee meetings and social events.

## How to Apply

To apply for the role, please download and complete the application form and equal opportunities form from our [website](#) and email these with your CV to us at [recruitment@readingagency.org.uk](mailto:recruitment@readingagency.org.uk)

The closing date for applications is **5.00 pm on Monday 30 August 2021**

Shortlisted candidates will be invited to attend an interview on **Wednesday 8 September 2021**

Interviews will be held via Zoom

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews. We will provide feedback upon request to candidates we interview.