

Children and Young Person Manager

VACANCY REFERENCE CODE: 03/2020

Please quote this code on the application form

Based at: The Reader, Mansion House, Calderstones Park, Liverpool, L18 3JB

Reporting to: Head of Children and Young People

Salary: £22,000 - £27,000 per annum

Hours: Full Time (35 hours per week) Though we are open to consider flexible working / reduced hours for the right candidate

Annual Leave: 30 days holiday per year plus bank holidays

Duration: Permanent

Location: Liverpool with national travel if required

Our programmes for Children and The Storybarn

Research shows that *“Reading for pleasure is the single most important thing that will make a child successful in life”* UNESCO.

The Reader is at an exciting point in the development of its work with Children and Young people – we have recently secured funding that will allow us to significantly expand our families work and have set ourselves ambitious targets for engaging Children and Young people across the region.

We are now coming to the end of the second year of delivery of *First Page*, a family-focused *Shared Reading* project that significantly improves the life chances of children living across the North West, embedding *Shared Reading* into mainstream provision for children and families in most need, leaving a legacy of opportunity that benefits those who need it most. To date we have 27 partners actively engaged with this project, with ambitious targets to reach as we look to year three.

We also run projects training and supporting volunteers to read one to one with Looked After Children, and have exciting and ambitious plans to run a Summer School for Looked After children this year.

On site at Calderstones is our Storybarn which, last year, welcomed 14,642 visitors. The Storybarn has been sensitively re-developed within Grade 2 listed, previously largely unused 19th century barn, bringing to life this historically significant part of the Calderstones estate. In its unique setting in a public park, we can create unique outdoor experiences, craft activities and parties. The Storybarn offers a vibrant and engaging visit which provides high quality, reading based activities and events for children aged 11 and under. The Storybarn encourages children to talk openly about the stories, characters and settings they come across whilst visiting. Last year, we welcomed 111 school groups for exciting and creative visits facilitated by our team of trained Storyhunters, who promote discussion and, as a result, enhance the reading experience for children.

About this role

To achieve our aims we now need an energetic, hard-working organised individual to join our team to manage our work with Children and Young People. This role calls for an exceptionally highly-motivated and dedicated person. The role will be based in Liverpool and will oversee our North West projects, currently covering 8 regions.

Please note, annual leave during July and August will only be possible within the parameters of project delivery.

Key Responsibilities

You will:

- Drive forwards and lead the development and expansion of our Families programme in the North West including managing the project delivery and ensuring that all targets are met.
- Ensure the establishment and development of effective partnerships with delivery organisations such as Home Start. You will lead and organise the project and be accountable for processes needed to ensure effective delivery.
- Manage the Storybarn team and project coordinators, including a commitment to weekly staff one to ones, the setting of team and individual objectives and the completion of Davys.
- Take responsibility for the accurate collating and submitting to payroll hours worked by the Storybarn team.
- Contribute to shaping the Storybarn's School Sales Strategy and performance (Retain existing customers, expand existing sales base)
- Work closely with the Head of Children and Young People to develop creative content for The Storybarn, as well as planning and delivering an exciting annual programme of large scale family events.
- Work collaboratively with the Storybarn Coordinator to ensure that projects demands for Storybarn activity and sessions are understood, catered for and built into the scheduling of events and programming, as well as resolving any Storybarn customer service concerns or complaints.
- Work across teams at The Reader adding value to the organisation e.g. working with colleagues in the Marketing and Communications team to guide development of materials, social media, press releases and all promotional activities. Working with the training team to effectively schedule, coordinate and evaluate training for partners.
- Take responsibility for reporting on Storybarn performance and ensuring effective monitoring and evaluation of all projects for young people takes place. Includes, provision and monitoring of monthly KPIs, ensuring milestones are met, liaising and reporting to funders, ensuring evaluation takes place in a timely manner according to the needs of the project.

- Work with colleagues centrally and on other projects to ensure that volunteers working on Families and young people's projects are recruited effectively and well supported.
- Liaise with host organisations and ensure best practice, including drawing up of Service Level Agreements, Memorandums of Understanding and Risk Assessments.

Person Specification

You will have held a similar role, or roles which have equipped you with a range of relevant skills and you will need to be flexible and willing to work with the whole team to solve the problems we encounter as we grow.

Knowledge/ Technical Skills/Experience	<ul style="list-style-type: none"> • Has a proven track record in working with Children and Young people, and the ability to effectively engage this client group • Experienced in Project Management • A minimum of 2 years' experience of managing people. This role requires the management of a team of staff with challenging and often rapidly changing workload • Has a proven track record of successfully engaging with a wide range of external partners and the ability to effectively manage and prioritise the associated workload of each unique partnership (E) • Is able to work collaboratively with staff at all levels of seniority (E) • Able to bring a positive approach to work, finding creative solutions to problems (E) • Is a keen and active learner (E) • Excellent IT skills, including Microsoft Word, Excel and Outlook. Must be willing to learn new IT skills – in particular, Windows-based software (E) • Flexibility and adaptability; Willing to provide managerial support 7 days a week as part of a 4 week 'on call' rota (E) • Ability to remain calm under pressure (E) • Ability to adapt to challenging situations quickly and professionally (E) • Has recent experience of effective monitoring and evaluation of projects, achieving successful performance in a target driven culture (E) • Confident with finances, spreadsheet, databases and reports, or willing to learn (D) • Excellent knowledge of children's literature, or demonstrable willingness to learn (D) • A background in children's books/ working with children in a literature setting (D) • Knowledge of schools' sector and /or other children's sector (D)
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Special Circumstances	<ul style="list-style-type: none"> Shares and understands our ethos and values, including the value of <i>Shared Reading</i> (E)
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* E = Essential D = Desirable

How to Apply

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit www.thereader.org.uk and select the Get Involved > Jobs tab where you will be able to view the full job description and download an application form. Please complete the application form and submit a covering letter, explaining how you meet the requirements of this role, to kateharrison@thereader.org.uk

Your covering letter is an opportunity for you to include any additional information which could not be explained within the application form.

Deadline for applications: 9am, Wednesday 12th February 2020

NB: applications arriving after 9am will not be considered
A high volume of applications may make replies to everyone impossible.

Interviews will take place week commencing 24th February 2020

Please note you may be required to deliver a presentation or complete a task at the interview. If this is the case you will be informed of this when you are invited to interview.