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## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Reading Rooms Little Legends Project Officer</b>
<b>ACCOUNTABLE TO:</b>	<b>Director of Programming &amp; Learning</b>
<b>SALARY:</b>	<b>£10,725 per annum pro-rata</b>
<b>LENGTH OF CONTRACT:</b>	<b>Temporary Maternity Cover (6 months approx) Part-time (19hrs per week)</b>
<b>LOCATION:</b>	<b>Derry ~Londonderry</b>

### **JOB SUMMARY:**

Little Legends Reading Rooms is an innovative, shared-reading programme based in the community that uses poetry and prose to engage with children and young people to build a love of reading.

Little Legends delivers a customised programme of reading activities to children and young people in partnership with Foyleside and Eason. The purpose of Little Legends is to create an inclusive, safe and nurturing environment for participants to engage, flourish and develop by listening to stories and poems read aloud.

### **DUTIES AND RESPONSIBILITIES**

The Little Legends Project Officer is responsible for the development, management and implementation of the project ensuring that this work integrates with all other activities of the organisation and that of the funders.

The Little Legends Project Officer will work as part of a team of project workers and volunteers in multiple sites and oversee the management and development of the project in Derry~Londonderry. The ideal candidate will have experience of developing and delivering an interactive early years initiative with children and young people and will:

- Continue to develop the Little Legends Programme within schools and early year's settings.
- Build upon existing communication networks provided by project partners and ensure the effective delivery of the project.

- Deliver a general public engagement activity each week in Foyleside to engage families and children.
- Prepare and manage action plans and mile stones for the implementation of the project.
- Provide evaluation, monitoring and reporting on projects.
- Recruitment and profile analysis of participating children and young people in conjunction with key stakeholders.
- Assist in identifying new opportunities for growth and development of the Reading Rooms Little Legends.

Within that context he/she will be expected to work closely with the management team and on their own initiative

### **KEY AREAS**

- Develop the Little Legends Reading Rooms activities in the area of education and social wellbeing with children and young people. This includes the development of sustainable relationships, partnerships with organisations in the region, liaising with a broad range of community and special interest groups.
- Develop proposals in line with the development of the Reading Rooms that generate new funding such as SBOOKY Halloween Festival.
- Establish links with other relevant voluntary and statutory bodies.
- Promote and develop new audiences.
- Carry out risk assessments in relation to the project and the various service users.
- Maintain accurate records in conjunction with the team.
- Ensure professional standards of practise are maintained within the Little Legends Reading Rooms.
- Provide a person-centred approach in developing the Little Legends Reading Rooms and an understanding of current educational and wellbeing issues faced by children and young people.
- Have an interest and confidence in literature and reading.

### **Evaluation and Research**

- Devise appropriate data gathering, monitoring and evaluation methodologies regarding quality of project activities.
- Devise project specific methodologies to involve all potential parties interested in the work of the project.

### **Communication/Liaison**

- Liaise with all partners and, in conjunction with them, develop activities that have relevance to the delivery of the Little Legends Reading Rooms.
- Promote and develop Little Legends Reading Rooms throughout the North West.
- Provide written (or digital) support materials and resources, where necessary.
- Provide exhibition and display materials and resources, where necessary.

### **Staffing**

- Work as part of a team across various sites in accordance with company policies.
- Where necessary, coach and support a team of volunteers in order to ensure delivery is of the highest standard and follows project guidelines and industry best practice.
- Work within a volunteer framework and ensure all statutory requirements are in place to safe guard service users and staff/volunteers.

### **Finance**

- Manage a budget for the project and ensure all funder requirements are fulfilled and that reporting is carried out in a timely and accurate manner.
- Seek to deliver services in as cost effective a manner as possible.
- Initiate and formulate funding and sponsorship proposals for the Reading Room activities.
- Have an understanding and experience of processing claims and reporting to funders.

### **Audience Development/Marketing**

- Ensure that information/advice is made available to the public on all aspects of the project.
- Utilise the VAC website to promote interest in and involvement in or attendance at project activities.

### **Administration**

- Make such reports as are deemed necessary by the Director of Programming and Learning
- With the approval of the Director of Programming and Learning participate in such forums or meetings as may be appropriate.
- Provide such information, research, statistics, analysis, advice or background papers as are required by the Director of Programming and Learning.

### **General**

- Carry out such other tasks as are consistent with the responsibilities of the post or which may be assigned from time-to-time by the Director of Programming and Learning.
- To attend external meetings and service steering group meetings, as required.

### **NOTES:**

This job description describes the principal purpose and main elements of the job. It is a detailed guide to the nature of the main duties as they are currently envisaged but is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder will be expected to work flexibly to changing business needs.