



## **Job Specification: Project Manager**

Thank you for your interest in working for the School Library Association.

We have been supporting all those who work in school libraries since 1937 and have a rich history of helping build vibrant reading and learning communities. Our members work with approximately one million children every day, helping them reach their full potential through the school library.

This year has been a time of change and exciting developments for the SLA, with a new CEO and new trustees. With promised investment for school libraries from government and a National Year of Reading for 2026, this is a pivotal moment to join us and help drive our reach and impact.

We look forward to receiving your application.

Victoria Dilly, CEO  
School Library Association

## **About the School Library Association**

The School Library Association has been representing the school library sector for nearly ninety years, with membership thought of as essential to all those who work in and around school libraries. We provide training, advice and support for all those working in school libraries.

## **Why work for the School Library Association?**

We are a small, friendly team who work collaboratively to deliver on our mission. Leave is 25 days plus bank holidays, and with additional office closure between Christmas and New Year. We offer free mental health support and counselling sessions and brilliant discounts with a variety of retailers including up to 40% off Vue cinema tickets through our HR partner.

## **Job specification**

Role: Project Manager

Reports to: CEO

Role type: Fixed-term for one year, full time

Hours: 37 per week

Salary: £30,000

## **Are you an experienced and committed Project Manager? Have you worked in programme delivery for young people in schools or youth settings? Can you communicate confidently to a wide audience and range of stakeholders?**

We are seeking a full-time Project Manager to support delivery of our new programme, Reading Reboot, funded by the Charlotte Aitken Trust, and to support the SLA to grow its reach and impact. Reading Reboot is being developed to address the reading crisis and restore a love of reading for young people in Year 8, in communities facing the greatest disadvantage. This is an opportunity to lead a flagship national programme with the potential to shape future investment in school libraries, in a supportive, mission-driven team culture within a small but influential charity.

The Reading Reboot programme will establish librarian-led social book clubs in over 100 under-funded secondary school libraries across the UK and reach more than 6,000 young people directly, alongside librarians, senior leaders and wider school communities. Reading Reboot places school librarians at the heart of delivery, combining new book stock, inspiring author engagement, appealing library spaces, and a robust evaluation to evidence impact and inform future national roll-out.

The Project Manager will lead on development and delivery, working closely with the CEO, a Project Board and external evaluation team to ensure the programme meets its objectives on time, within budget and to a high quality. They will recruit and coordinate schools and librarians, work with partners and funders, and ensure that learning and impact are captured and shared across the sector.

Building strong relationships with all stakeholders, the Project Manager will be the main point of contact for the programme and will support the CEO and Project Board with timely updates, papers and participation in meetings. Duties will include:

### **Programme and Project Management**

- Lead the day-to-day management of Reading Reboot, maintaining a detailed project plan, risk register and delivery timeline
- Coordinate school recruitment, onboarding and ongoing engagement, ensuring SLT buy-in and completion of MOUs
- Oversee the termly delivery cycle of book clubs, training, resource distribution and events across all participating schools
- Monitor progress against agreed KPIs and outcomes, producing regular internal and external reports, working with the external evaluation team throughout
- Monitor budget and manage financial project reporting

### **Training and resources**

- Plan and coordinate in-person training, webinars and online sessions for librarians and school staff
- Support the development and dissemination of the programme training and resources
- Facilitate online forums, drop-in advice clinics and peer-learning opportunities to sustain engagement and share best practice
- Work with colleagues to schedule and deliver author visits (in person and online) and celebration events

### **Monitoring and evaluation**

- Coordinate collection of quantitative and qualitative data from programme participants
- Support a test-and-learn approach, trialling and documenting variations in delivery (e.g. student selection, book gifting, training modes)
- Contribute to interim and final reports, as well as the production of a programme film capturing impact and insights

## **Communications**

- Work with the Publicity & Partnerships Manager to implement the communications plan, including campaigns around the National Year of Reading
- Gather and curate case studies, quotes and stories from pupils, librarians and school leaders
- Support delivery of regional celebrations and a final sector insights event, helping position Reading Reboot as a model for investment in school libraries

The postholder will also contribute their skills to other SLA projects and activities where capacity and expertise are needed, bringing project management expertise to emerging initiatives, partnerships and fundraising bids.

## **To be successful in this role you should have:**

### ***Essential***

- Extensive experience in project management focused on education, literacy, youth and/or school programme delivery
- Strong project management skills with the ability to manage multiple workstreams, deliver to tight deadlines, on time and to agreed budgets
- Strong IT skills including project management tools and CRM systems
- Experience developing projects and programmes from inception to evaluation
- Experience developing training and resources, with the ability to think creatively to deliver on specific outcomes
- Experience of working with a wide range of stakeholders (e.g. schools, partners, funders, freelancers) and maintaining positive relationships
- Understanding of the education sector, school libraries and literacy issues
- Experience in monitoring budgets, timelines and KPIs, and reporting to senior stakeholders or boards, working confidently to achieve success
- Excellent communication skills (written and verbal), with ability to adapt style for young people, educators, partners and funders
- Ability to work independently as part of a small, busy charity team, using initiative and sound judgement
- Willingness to travel to schools and events across the UK, including occasional evenings or weekends

**Desirable**

- A project management qualification (Prince2 or equivalent)
- Experience of working on programmes focused on reading for pleasure, literacy, or youth wellbeing
- Experience of working with children's publishers and authors writing for young people
- Experience of working with trusts and foundations
- Experience of producing communications outputs such as videos
- Experience of monitoring and evaluation in a charity or education context, including data collection and basic analysis
- Understanding of safeguarding, inclusion and equity issues in work with children and young people

The salary for this position is £30,000 for 37 hours per week, fixed-term for one year, and comes with a 6% employer pension contribution. The SLA is a UK wide organisation, working mostly remotely. We welcome applicants from all over the UK. We strongly encourage candidates of all different backgrounds and identities to apply. Each new role provides us with an opportunity for us to bring in a different perspective, and we are always eager to diversify our team. The SLA is committed to building an inclusive, supportive place, where you can do brilliant and rewarding work.

To apply please send a one page covering letter and CV to [info@sla.org.uk](mailto:info@sla.org.uk) with the job title in the subject line of the application. Applications without a covering letter will not be considered. No agencies please.

Due to the volume of applications we cannot provide individual feedback. We really appreciate your interest. If you haven't heard from us within one week of the deadline, it means we've moved forward with other candidates on this occasion. We encourage you to apply again in the future.

Please note we may close recruitment early should the right candidate be identified.

**Interviews will take place online on the week commencing the 7<sup>th</sup> April 2026**