



## Job Description

### Attainment Programme Regional Outreach Coordinator

**Salary:** Grade 3 - £21,000 - £24,999 (pro rata – 17.5 hours per week)

**Reports to:** Attainment Programme Manager

#### Job Summary

As part of the wider Attainment team, the Outreach team works across Scotland. The Regional Outreach Coordinator is home-based, delivers regional programme outcomes for the Scottish Government-funded attainment programme: Read, Write, Count and the First Minister's Reading Challenge.

The postholder establishes and maintains relationships with stakeholders, promoting and monitoring participation in the programmes, delivers training, and carries out engagement work to inform ongoing programme development. The postholder works closely with teachers, schools, librarians, Local Authorities, families and communities to maximise programme participation and impact.

#### Key Responsibilities

- Deliver Read, Write, Count training in schools, libraries, Local Authorities and elsewhere in local communities
- Maintain existing, and establish new, key contacts within Local Authorities and communities to champion the programmes, promoting participation and engagement
- Work with stakeholders and networks to engage targeted groups e.g. those who have not previously engaged with the programmes
- Gather evidence of impact and good practice to feed back to the Attainment Programme Manager
- Work with the Head of Attainment Programmes to support both internal and independent evaluations of the programme
- Report to the Attainment Programme Manager on progress towards outcomes, programme development and improvement opportunities
- Representing Scottish Book Trust at external events and conferences, advocating for the Attainment and wider Scottish Book Trust Programmes
- Work with the wider Attainment team to ensure knowledge, experience and contacts are shared to promote effective programme delivery

#### Knowledge, Skills and Experience

- Experience of outreach work, including confident and effective delivery of training sessions, workshops and presentations
- An up-to-date knowledge of and interest in education policy in Scotland particularly numeracy and literacy policies relating to the primary school sector

- Experience of dealing directly with a diverse range of stakeholders to promote and embed new practices, including engagement with families and/or communities
- Excellent influencing skills with the ability to enthuse stakeholders to drive participation and engagement, including making links with new contacts to best reach those groups targeted by the programmes
- Passionate about numeracy, reading and writing and their potential to transform the lives of children and young people, and the ability to share and drive this enthusiasm in others
- Confident in the use of IT, including Microsoft Office applications
- Exceptional organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines
- Excellent written and oral communication skills
- Ability to work independently and use own initiative, as well as connecting effectively across different teams
- A full, clean UK driving licence and access to a vehicle insured for business use is **required**

### **Other information**

The role is home-based, working remotely from the Scottish Book Trust Edinburgh Office and involves extensive travel throughout the Co-ordinator's designated region, as well as travelling to team meetings in Edinburgh, as required.

Postholders will be provided with a laptop, printer and telephone access.

Appointment to the post will be conditional upon securing satisfactory Basic Disclosure from Disclosure Scotland.