



Job Description

School Communities Outreach Co-ordinator

Salary: Grade 3 (£21,000 - £24,999)

Reports to: School Communities Manager

Job Summary

The post is part of the School Communities team which delivers a range of projects designed to encourage children and young people to enjoy the many benefits of reading and writing. The post also supports audience development for the broader School Communities programme.

The post works closely with other members of the School Communities Outreach Team. The post also works with other Scottish Book Trust (SBT) teams, such as Marketing and Early Years. Externally, the post works with SBT's programme delivery partners.

Key Responsibilities

- Coordinate and lead the relevant School Communities Outreach strands
- Recruit programme participants, typically professionals working in education, libraries and child development
- Administer the application process, participation agreements, resource distribution and effective delivery of the relevant programme strands
- Coordinate and deliver programme content on SBT's website, including the Learning Blog
- Coordinate Career-long Professional Learning (CLPL) sessions for the programme participants and partners
- Create learning activities and resources
- Monitor and record participation in the programme strands
- Coordinate the impact assessment of the relevant programme strands
- Work with the School Communities Manager to identify gaps in school uptake and pilot new variants of the programme strands to reach new partners and audiences
- Manage book donations and overstock
- Support the wider work of the School Communities programme as required
- Attend SBT events to assist and act as an ambassador for Scottish Book Trust

Skills and Experience

- Significant experience of working with schools, educators and other professional practitioners to develop productive relationships
- Experience of outreach work, including delivering presentations, training sessions and workshops
- Experience of dealing directly with a wide range of stakeholders to promote and embed new practices
- Experience of developing creative learning for children and young adults
- Ability to use own initiative to prioritise and manage multiple projects
- Exceptional organisational, planning, time management and administration skills
- Ability to collaborate and work effectively across different teams

- Confident and experienced in the use of IT, including Microsoft Office applications
- Experience of monitoring and reporting on budgets

Person Specification

- A clear and confident communicator, both written and oral, with the ability to influence and enthuse others
- An up-to-date knowledge of education policy and good practise in Scotland
- Creative, imaginative and able to assess new opportunities and build new partnerships
- Ability to work flexibly as part of a team
- Passionate about children's and young people's books, reading, writing and their potential to transform the lives
- Clean driving licence

Other Information

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

The post is based at Scottish Book Trust offices in Edinburgh but requires frequent travel and occasional overnight stays, throughout Scotland.