



## Job Description

### Schools Outreach Co-ordinator

**Salary:** Grade 3 (£21,000 - £24,999)

**Reports to:** Head of Schools Programme

#### Job Summary

The post is part of the Schools programme 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 co-ordinates work in three main programme strands: the Schools Champions programme, the Shared Reading programme and audience development for the broader Schools programme.

The post works closely with the Head of Schools, the Schools Resource Developer, as well as other members of the Schools programme team. The post also works across other Scottish Book Trust (SBT) teams, in particular the Marketing, Attainment and Early Years teams. Externally, the post works with SBT's programme partners, particularly those working in education and libraries.

#### Key Responsibilities

- Coordinate and lead the relevant Schools programme strands, in consultation with relevant SBT programme managers
- 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 to showcase and promote it effectively, working closely with the Schools Resource Developer and the Marketing Team
- Coordinate CLPL sessions for the programme participants and partners, as appropriate, and support their ongoing relationship with SBT's wider programme
- Advise and remotely assist the creation of learning activities and resources
- Monitor and record participation in the programme strands
- Coordinate the impact assessment of the relevant programme strands
- Connect participants and Local Authorities to all other suitable SBT programmes and opportunities
- Work with partners to showcase the projects as widely as possible
- Pilot new variants of the relevant programme strands to reach new partners and audiences
- Work with the Head of Schools programme to identify gaps in school uptake and develop a plan to increase participation in targeted areas
- Ensure SBT's Learning blog and online learning presence is promoted widely and networked across any appropriate platforms to ensure regular engagement with other practitioners
- Manage SBT's book donations and overstock, together with the Early Years Administrator

- Support the wider work of the Schools programme as required
- Attend Schools Team and other 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 creating and/or delivering exciting creative learning for children and young adults
- Ability to use own initiative to prioritise and manage multiple projects simultaneously and working to strict deadlines
- 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 verbal, with the ability to influence and enthuse others
- An up-to-date knowledge of and interest in education policy and good practise in Scotland
- Interested in literacy as part of the curriculum
- Creative, imaginative and able to assess new opportunities and build new partnerships
- Flexible approach with the ability to work well as part of a team
- Passionate about children's and young people's books, reading, writing and their potential to transform the lives of young people: the ability to share and drive this enthusiasm in others
- 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.