



## Job Description

### Attainment Programmes Outreach Coordinator

**Salary:** Grade 3 £21,000 - £24,999

**Reports to:** Attainment Programmes Manager

#### Job Summary

The Attainment Programmes team delivers projects arising from key Scottish Government education priorities, particularly those around raising attainment for all and closing the poverty-related attainment gap. Key programmes for the team are Read, Write, Count and the First Minister's Reading Challenge.

The Outreach Coordinator post provides support to the First Minister's Reading Challenge and Read, Write, Count programmes. As an outreach focussed role, the post works closely with teachers, schools, librarians and other key stakeholders (such as Scottish Government and Education Scotland) to maximise participation and impact.

The Outreach Coordinator establishes and maintains relationships with stakeholders, promoting and monitoring participation in the programmes, and carrying out engagement work to inform ongoing programme development.

The role involves extensive travel throughout Scotland presenting to a range of audiences and acting as an advocate for the First Minister's Reading Challenge and Read, Write, Count programmes.

The role demands experience of working effectively with stakeholders such as schools, teachers and librarians, and an understanding of how to support effective participation in national projects.

#### Key Responsibilities

- Work with the Attainment Programmes team to coordinate and implement the First Minister's Reading Challenge and Read, Write, Count programmes
- Take forward recommendations made by the First Minister's Reading Challenge Advisory Group
- Maintain existing, and establish new, key contacts within Local Authorities to champion the programmes
- Use new and existing networks to liaise closely with stakeholders, promoting participation and engagement in the programmes
- Support the team to create learning resources for parents, pupils and learning professionals
- Gather evidence of impact and good practice and showcase these effectively, both in-person and online
- Work with the Head of Attainment Programmes to support both internal and independent evaluations of the programmes

- Work with other teams within Scottish Book Trust to ensure knowledge, experience and contacts are shared across the organisation to aid effective programme delivery

### **Knowledge, Skills and Experience**

- Experience of outreach work, including confident and effective delivery of presentations, training sessions and workshops
- An up-to-date knowledge of and interest in education policy in Scotland, particularly literacy policies relating to the primary school sector
- Experience of dealing directly with a wide range of stakeholders to promote and embed new practices
- Excellent influencing skills with the ability to enthuse stakeholders to drive participation and engagement
- Experience of creating learning resources for a range of audiences, including parents, pupils and learning professionals
- Passionate about children's and young people's books, reading, writing and their potential to transform the lives of young people, and the ability to share and drive this enthusiasm in others
- Confident in the use of IT, including Microsoft Office applications, and experience of managing information and online content, such as blogs and social media
- 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 confidently and effectively across different teams
- A full, clean UK driving licence is **required** and access to a vehicle is desirable

### **Other information**

This post is based at Scottish Book Trust's offices in Edinburgh but will require frequent travel across Scotland, including occasional overnight stays.

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