



## Job Description

### Early Years Outreach Manager

**Salary:** Grade 5 - £28,500 - £34,000

**Reports to:** Head of Early Years Team

#### Job Summary

The role leads on the strategic development of our EY outreach work which supports families who need extra help to access the benefits of Bookbug. The role works closely with the Head of Early Years, the EY Programme Development Manager and EY Operations Manager to ensure outreach is a cohesive part of the EY programme. The role also contributes to the overall aim of promoting early book-sharing and songs and rhymes to help all children in Scotland lead happier, healthier and safer lives.

The EY Outreach Manager leads the delivery of our national training programme and promotes and advocates for the outreach programme by building and maintaining strong networks with key stakeholders and partners, such as local authority steering groups. The role line-manages the EY outreach team of 3 staff.

#### Key Responsibilities:

- Develop and maintain strong working relationships across Scotland with relevant stakeholders, including health, social work, education and library services, and national third sector organisations.
- Chair regular local authority steering group meetings, implementing actions and developments
- Lead on delivery of tailored training plans for each local authority
- Oversee delivery of outreach-related external events (e.g. Shared Practice events)
- Promote Bookbug Outreach to new audiences and advocate at a national level
- Lead on evaluation and improvement of Bookbug Outreach and identify further research needs
- Support the EY Programme Development Manager to ensure training resources are effective
- Oversee project work targeting equalities objectives
- Manage and monitor the EY Outreach Programme budget (c. £200k)
- Prepare internal and external reports on programme achievements
- Monitor and manage the outreach team workload and progress against targets
- Line-manage 3 members of staff, supporting their development and achievement of objectives
- Keep up to date with Early Years policies and research, in order to drive strategic development of the outreach work
- Contribute to the strategic development of the Early Years programme
- Contribute to the preparation and submission of funding applications
- Attend conferences, network meetings and events as an ambassador for Scottish Book Trust

**Skills and Experience:**

- A minimum of three years' experience managing complex, large-scale (preferably national) projects
- Excellent people skills; experienced at leading, motivating and supporting staff performance and development
- Ability to work collaboratively across the EY Team to deliver the programme aims
- Highly motivated, organised and efficient; able to manage, prioritise and delegate a large and varied workload
- Excellent communication, influencing and negotiation skills; ability to inspire and persuade key stakeholders and partners
- Excellent presentation skills; confident addressing large groups of key stakeholders
- Skilled network builder with experience of managing key external relationships
- Experienced problem-solver, adept at finding creative solutions, persevering to achieve goals and resilient in the face of challenges and changing work priorities
- Excellent budget management skills
- Excellent IT skills, including Microsoft Office programmes
- Full, clean UK driving licence.
- Knowledge of key national early years policies

**Other**

The post is based in Scottish Book Trust's Edinburgh office but requires frequent travel throughout Scotland, including overnight stays, as well as some evening and occasional weekend working.