



Job Description

Head of School Communities Programme

Salary: Grade 6 - £32,000-39,000 (under review)

Reporting to: Director of Programme

Job Summary

The Head of School Communities Programme is the strategic leader for Scottish Book Trust's (SBT) programme delivered in schools. The programme inspires and empowers the school community to participate in high quality, imaginative and innovative reading and writing activities. Working with funders, teachers, librarians, other education professionals, parents and pupils, our School Communities Programme promotes a love of reading and writing for pleasure, which also contributes to closing the attainment gap identified by the Scottish Government.

Using desktop research, forming productive partnerships and engaging with policy makers and sector initiatives, the Head of School Communities Programme drives the design, development and delivery of a dynamic cutting-edge schools-orientated programme. The post leads on strategic relationship management with high profile funders and stakeholders, including the Scottish Government, Creative Scotland and Local Authorities. The postholder also leads and manages a team of committed and enthusiastic School Communities Programme staff, with three direct reports.

The Schools Programme includes a government-sponsored national book-gifting programme (Read Write Count), a high profile digitally-delivered reading challenge, author touring and events, digital author events (in partnership with the BBC), book awards and prizes, as well as a substantial outreach programme, delivered across the country.

Key Responsibilities

- To lead strategic development of the School Communities Programme to meet SBT's aims and objectives
- To keep informed of current thinking and initiatives in the fields of education, learning, literacy and creativity
- To work with the Senior Management Team to influence policy formation in the relevant areas of SBT's work
- To represent SBT's interests in negotiations and discussions with the Scottish Government, Education Scotland, Creative Scotland and other high profile funders and stakeholders
- To establish and develop funder and stakeholder relationships to deliver key outcomes for SBT's work and cultivate future programme opportunities
- To set outcomes for the School Communities Programme, measure and evaluate impact and feed intelligence back into programme development and the organisation's wider work
- By supporting the School Communities Programme Team managers, ensure effective and timely delivery of the programme milestones and outcomes
- To promote and support collaborative working with SBT's Marketing Team to communicate effectively with key audiences

- To set and monitor performance against budgets
- To prepare regular monitoring reports on achievements against objectives, reporting to Senior Management Team as well as funders and stakeholders
- Lead the School Communities Programme Team, supporting high standards of performance, effective team working and cross organisational collaboration, as well as upholding SBT's Values
- Line-manage the three School Communities Managers, motivating and supporting high performance against objectives
- As a member of SBT's Management Team, contribute to the organisation's wider strategic development and policy formulation
- Share intelligence, leverage opportunities and promote cohesion across SBT's programme portfolio and maximise audience development
- Represent and promote Scottish Book Trust at external meetings, conferences and events
- Work with the Fundraising Manager and Director of Programme to source funding for new and existing programmes

Knowledge, Skills and Experience

- Educated to degree level or equivalent professional experience
- Knowledge of education and arts policies in Scotland
- Significant experience of leading and managing a team in a cultural/educational organisation
- A passion for reading and writing and the transformational impact it can have on life opportunities
- Experience of conducting desktop research, distilling and reporting key findings
- Significant experience of planning, developing and project managing complex programmes
- Significant experience of setting programme outcomes, reporting performance and conducting evaluation
- Knowledge and understanding of the workings of Scottish Government, local authorities, schools and libraries
- Knowledge of the education, creative and literature sectors in Scotland
- Significant experience of initiating and developing relationships with high profile partners and funding bodies
- Excellent written communication and presentation skills
- Excellent influencing and negotiation skills; highly skilled in networking and partnership working
- Ability to work with minimal supervision to challenging deadlines
- Excellent people skills with well-developed ability to work effectively across traditional team and departmental boundaries, promoting collaborative working
- Strong leadership and management skills to motivate and drive staff performance
- Thorough understanding and experience of budget setting and management

Location

The post is based in Scottish Book Trust's offices in Edinburgh, however some travel across Scotland is required, as well as occasional out of office hours.

The post requires basic clearance through the Disclosure Scotland scheme.