



Job Description

School Communities Manager

Salary: Grade 5 (£28,500 - £34,000)

Reports to: Head of School Communities

Fixed Term Contract: 9 – 12 months Maternity Cover

Job Summary

As part of its work with school communities, Scottish Book Trust works in partnership with the Scottish Government and Education Scotland to deliver Read, Write, Count and the First Minister's Reading Challenge. The School Communities Manager leads on the design, supply and distribution of the bag gifting component elements to agreed deadlines and budgets. The post also leads on the strategic development, design and implementation of discrete projects in both programmes, including the Read, Write, Count training programme, working with relevant stakeholders, as required. The post works closely with the other School Communities Managers to ensure teaching resources align with bag-gifting component elements and the wider School Communities Programme. The post line manages the School Communities Administrator post.

The post leads on establishing and managing expert panels and external consultants to support programme design and impact. The role line manages the Regional Outreach Coordinators to establish local authority, school and community relationships.

Key Responsibilities

- Source and manage supply of bag-gifting component elements, developing effective relationships with publishers, suppliers, distributors and local authorities to ensure timely delivery of high-quality materials
- Organise delivery contracts and logistics, working closely with distribution partners and local authorities
- Lead on the development of discrete projects and expansions within the programmes
- Carry out research and engagement to support programme development
- Engage effectively with key funders and other stakeholders to manage productive relationships in programme design and delivery
- Lead on the design and management of the Read, Write, Count training programme
- Line manage the Regional Outreach Coordinators to ensure the effective delivery of the Read, Write, Count training programme and the forging of productive relationships at local level
- Line manage the School Communities Administrator to achieve excellent performance and delivery of the programme objectives
- Work across the School Communities Team to draw on expertise and make links with the wider School Communities Programme, seeking out opportunities for programme development and improvement
- Liaise with other SBT teams, as appropriate, to ensure efficient and effective programme delivery and maintain consistent standards across SBT programmes

- Reporting to the Head of School Communities, manage the programme delivery budgets, including creation of monitoring reports for funders
- Support the Head of School Communities by liaising with and managing relations with partner organisations (including the Scottish Government and Education Scotland) to ensure efficient and effective administration and management of the collaborative relationships involved in delivering the programme
- Establish and manage external consultants and expert panels
- Works closely with SBT's marketing team to develop programme materials, including print resources and online content, managing internal communications and deadlines, to ensure timely delivery
- With support from the Head of School Communities, create and present reports on the attainment programme's progress and outcomes
- Support programme development and improvement by working collaboratively with the Head of Research and Evaluation
- Represent and advocate for Scottish Book Trust and the School Communities Programme, as required, at conferences, network meetings and events

Knowledge, skills and experience

- Significant experience of project planning, co-ordination and management, particularly for logistically-complex projects
- Exceptional organisational and time management skills with an ability to work with multiple priorities to achieve deadlines and outputs
- An up-to-date knowledge of and interest in education policy in Scotland
- Experience of managing and motivating staff, leading achievement of objectives and excellent team working, in line with SBT's values
- Ability to work across teams, promoting collaboration and taking responsibility for meeting deadlines and outcomes
- Excellent written and oral communication skills including experience of managing complex relationships with high profile external stakeholders and diverse partner organisations
- Negotiating, influencing and diplomacy skills
- Presentational skills and confidence speaking to external groups
- Ability to carry out desktop research, analyse and present findings
- Advocacy skills and ability to act as ambassador for SBT and its programmes
- Some experience of evaluation methodologies and processes is desirable
- Confident in the use of IT, including Microsoft Office applications, and familiarity with databases and information management

The post is based at Scottish Book Trust's offices in Edinburgh, however the post holder must be prepared to travel occasionally for work-related duties.