



Job Description

School Communities Administrator

Salary: Grade 2: £18,000-£20,999

Reporting to: School Communities Manager

Job Summary

The School Communities team delivers a range of projects which encourage children and young people to engage with reading and writing, including book gifting, author touring and events, book prizes and awards for learning professionals, as well as creating high quality resources and professional development for teachers.

The School Communities Administrator supports the School Communities Manager in the development, management and delivery of the Authors Live programme, book prizes and awards and assists more generally, as required, with wider the School Communities work as required, including supporting delivery of the nationwide author tour to schools.

Key Responsibilities

- Provide support to ensure the effective and timely delivery of book prizes and annual awards and the Authors Live programme, by leading on all aspects of their administration, co-ordinating schools' participation
- Assist the School Communities Manager with planning, delivery and evaluation of these programme elements
- Engage and develop audiences for School Communities programmes, including liaising with local authority contacts, library services and learning professionals
- With support from the Marketing Team, deliver marketing for the School Communities programme, including mail-outs, distribution and liaising with the Print Co-ordinators on design and print production
- Support and participate in the delivery of teacher CLPL sessions and presentations, collaborating with colleagues, as appropriate
- Support the work of Scottish Book Trust's equalities commitments, including coordinating the production of transcripts and ensuring all programme communications are accessible
- Lead on School Communities-related maintenance of Scottish Book Trust's website, database and other related sites
- Assist in identifying, creating and promoting web and social media content to support the SC programme, including writing book reviews and blogs, as required
- Assist with the planning and delivery of School Communities events, including supporting the author tour two or three times a year.
- Attend and staff SBT events, where appropriate, acting as an ambassador for Scottish Book Trust and its programmes
- Assist with the monitoring and evaluation of the School Communities programmes, including compiling and producing reports on audience data
- Work with other Scottish Book Trust teams as required to co-ordinate any School Communities input to other programmes
- Participate in activities around developing and planning the strategic direction of the School Communities Programmes and other related work

Knowledge, Skills and Experience

- Substantial administrative experience, including planning mail-outs, processing bookings, registrations and logging events data
- Experience of events organisation
- A high level of IT literacy and competence (web 2.0, Microsoft Office, database input and maintenance)
- Ability to plan and manage multiple priorities and work to strict deadlines
- Clear and confident communicator, both written and verbal, with experience of engaging a range of learning professionals and creative practitioners
- Knowledge of children's and young adult books, reading and writing and their context in Scotland is desirable
- Degree in a relevant area of study or equivalent professional experience

Person Specification

- Friendly approach, creative, imaginative and able to identify new opportunities and build new partnerships
- Collaborative approach, with ability to work well as part of a team and across teams within the wider SBT organisation
- Able to use own initiative to manage and prioritise workload
- Solutions-focused approach to problem-solving

Other Information

The School Communities Administrator is based at Scottish Book Trust's offices in Edinburgh, however the post holder must be prepared to travel for work-related duties, including some out of hours working and some overnight stays which extends to a week when supporting the author tour.

The post may involve working with young people and vulnerable adults, therefore appointment will be conditional upon securing basic clearance by Disclosure Scotland.