

Job Description

School Communities Administrator

Salary: Grade 2: £19,000-£21,499

Reporting to: School Communities Events Manager

Job Summary

The School Communities (SC) 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 development, management and delivery of the author tours and other School Communities events. The School Communities Administrator, along with the Schools Events Manager, drives authors around the UK on week long author tours, visiting primary and secondary schools and running all aspects of these events and book sales. The post also assists more generally, as required, with wider the School Communities work as required, including supporting the Authors Live programme.

Key Responsibilities

- Provide support to ensure the effectiveness of the SC author tours and other SC events, by leading on all aspects of their administration, co-ordinating schools' participation, and arranging logistics and driving the SBT people carrier to deliver events at venues around Scotland and occasionally in other parts of the UK
- Assist the School Communities Events Manager with planning, delivery and evaluation of these events
- Lead of communications around tour arrangements and participation, including recording and collating statistics and reports to sponsors, authors and publishers (key partners)
- Organise book sales for events
- Working alongside marketing and School Communities colleagues as appropriate, to co-ordinate content (including video) for touring and events information on SBT and sponsor websites, including identifying new areas of content development
- Identify and promote social media content to support the touring and events and wider SC programme
- Attend and staff SBT events where appropriate, acting as an ambassador for Scottish Book Trust
- Work with learning professionals around each tour/event to create content for showcasing
- Assist with administration of SBT book prizes as appropriate
- Support the touring and events programme by organising and driving the SBT van as required
- Assist with the planning and delivery of other School Communities events strands, such as Authors Live, as required

- 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 School Communities programmes and other related work

Knowledge, Skills and Experience

- Events planning and management
- Highly competent and efficient administration skills and experience
- For vehicle insurance purposes, the postholder needs to be a minimum of 25 years old and an experienced driver with full, clean UK driving licence
- Flexibility, enthusiasm and creative problem solving
- Experience of prioritising and managing multiple priorities and projects
- Excellent IT skills including Word, Outlook, Excel and PowerPoint and some knowledge of web 2.0 technologies
- Passion for contemporary children's and young adult literature

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.