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**Job Description**

**Early Years Training and Outreach Manager**

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

**Full-time:** 35 hours a week – fixed term maternity leave cover (minimum 9 months with possible extension to 11 months, starting May 2020)

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

**Job Summary**

The role leads on the strategic development of our Early Years (EY) training and 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, and other Mangers within the EY team to ensure training and 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 Training and 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 6 staff.

**Key Responsibilities:**

* Line-manage 6 members of staff (3 members of staff are remote workers based in different regions across Scotland and 3 are based within Scottish Book Trust’s Edinburgh office)
* Monitor and manage the training and outreach team workload and progress against targets
* Develop and deliver against strategic priorities for the training and outreach team to ensure the Bookbug programme is delivered equitably and effectively across Scotland
* Develop and maintain strong working relationships with relevant stakeholders across Scotland (e.g. health, social work, education and library services, and third sector organisations)
* Chair regular local authority steering group meetings, implementing actions and developments
* Use data and local authority knowledge to develop tailored training and engagement plans for each local authority area
* Support the EY Training and Resource Developer to ensure Bookbug training courses and associated resources are informed by current research and are delivered effectively through a variety of methods (e.g. face to face sessions, webinars, online modular courses)
* Oversee the planning and development of Ongoing Support Pathway activities for delegates who have previously attending Bookbug training
* Oversee delivery of outreach-related external events (e.g. Shared Practice events)
* Continually review efficiency of team processes and implement improvements as required
* Lead on formal evaluation of Bookbug training and outreach work and identify further research needs
* Keep up to date with Early Years policies and research, in order to drive strategic development of outreach activities
* Manage and monitor the EY training and outreach budget (c. £200k)
* Prepare internal and external reports on programme achievements
* Promote Bookbug outreach work to new audiences and advocate at a national level
* Contribute to the strategic development of the Early Years programme and assisting the Head of Early Years as required
* 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.

The post requires a full driving licence.