**Job Description**

**Early Years Operations Manager (maternity cover)**

**Salary:** Grade 5£28,000 - £34,000 p.a. full-time

**Reporting to:** Head of Early Years

**Job Summary**

Scottish Book Trust’s Early Years programme delivers Bookbug, Scotland’s national book gifting programme, funded primarily by the Scottish Government contributing to the overall aim of the programme of promoting early book-sharing to help all children in Scotland lead happier, healthier and safer lives. The Early Years Operations Manager is responsible for overseeing the operational elements of the Early Years (Bookbug) programme, primarily related to the Bookbug bags which are given to all babies, toddlers, 3 year olds and Primary 1 children in Scotland. The role includes overseeing the day-to-day Early Years programme schedule, ensuring key deadlines are met, contributing to the bag development process and leading on bag promotion and all bag logistics, contributing to the development of Local Authority partnership relationships, managing a budget of c£750k and line-managing three in-house staff.

**Key responsibilities**

* Overseeing programme schedule and working with the team to ensure key deadlines are met
* Contributing to bag development process and leading on bag promotion and all related logistics:
	+ leading on book selection process and managing development of other Bookbug bag contents
	+ working with Head of Early Years and Early Years Marketing and Events Manager to agree, develop and implement changes to bag contents and promotional materials
	+ overseeing the acquisition and ordering process of high quality components, at competitive prices, for bespoke book bags
	+ negotiating and finalising contracts with all commissioning, procurement and logistics companies. Managing relationship with the logistics firm that is responsible for picking, packing, storing and delivering book bags to a high standard across Scotland, within budget and to agreed deadlines
	+ managing specific bag, ASN, Baby Box, antenatal and distribution budgets, including preparing cashflows. Monitoring budgets regularly to ensure projects are delivered within budgets agreed with Head of Early Years
	+ working across all 32 local book gifting programmes in Scotland to identify improvements in local logistics solutions to provide a simpler, smarter and more streamlined delivery process in each area
	+ managing relationships with all 14 NHS Health Boards to ensure effective bag distribution
	+ identifying problems and solutions relating to effective bag gifting in local authorities
	+ leading on evaluation of bag items and logistics processes
* Contributing to the development of Local Authority (LA) partnership relationships:
	+ assisting Head of Early Years in the implementation of Early Years Local Authority relationship strategy, including managing partnership agreement process and attending and following up LA meetings as required
	+ Along with Early Years Outreach Manager, attending/chairing local authority meetings and Steering Groups, and overseeing the organisation of these meetings by Early Years Development Co-ordinator.
	+ overseeing and attending Co-ordinator Advisory Group meetings and Co-ordinator online meetings
* Line managing 3 members of staff – regular one to one meetings, appraisals, general support and guidance, workload management
* Project managing the annual Bookbug Hero Awards: securing funding; overseeing nomination process; chairing panel; overseeing press and website; co-organising SBT Awards ceremony.
* Managing selection and ordering process for the books included in the Scottish Government Baby Box
* Keeping abreast of developments in the logistics, material creation, publishing, education and literature sectors, particularly with regards to the early years and parenting, and related areas, including relevant government legislation
* Prepare internal and external reports on programme achievements
* Contribute to the strategic development of the Early Years programme and assisting the Head of Early Years as required
* Attending conferences, network meetings and events where necessary

**Skills and Experience**

* A minimum of two years’ experience working within a similar management role
* Ability to work collaboratively with managers 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
* Demonstrable acquisition, purchasing, contracts and logistics experience
* Excellent project management skills
* Excellent budget management skills
* Excellent knowledge and experience of children’s books and the publishing sector
* Excellent communication and presentation skills
* Ability to work with minimal supervision
* Excellent IT skills, including all Microsoft Office programmes
* Strong communication and people skills and ability to work well with others

**Other Information**

Due to current government guidelines, the EY Operations Manager will be working from home until further notice. Once normal interaction is resumed, the job holder will be based at Scottish Book Trust’s offices in central Edinburgh, however the post holder must be prepared to travel for work-related duties and out of hours working.