**Job Description**

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**Research & Evaluation Coordinator**

***Fixed Term for 9–12 months***

***Minimum 21 hours per week***

***Open to negotiation***

**Salary:** Grade 3 (£21,500–£25,999)

**Reporting to:** Research & Evaluation Manager

**Job summary**

This role will plan, design, carry out and disseminate a new piece of research exploring the impact of our Bookbug and Read, Write, Count book gifting programmes, both of which are funded by Scottish Government. It will also support our regular evaluation across our Early Years programme.

**Key responsibilities**

* Managing a new piece of research exploring the impact of the Bookbug and Read, Write, Count book gifting programmes over the past 11 years:
	+ Planning the research in collaboration with colleagues and external stakeholders, taking into account logistical, safeguarding and ethical considerations
	+ Engaging with children, families, learning professionals and other stakeholders to recruit participants for fieldwork, ensuring **participants reflect a range of demographics,** views and voices
	+ Designing effective data collection methods, privileging children's voices in the research and ensuring that the research is robust
	+ Carrying out the fieldwork in person or online, as appropriate
	+ Analysing and interpreting data gathered
	+ Maximising the impact of the research, disseminating the findings in a range of accessible and engaging formats, including written reports, videos, social media, website content etc.
	+ Managing the budget for the research and outputs
* Supporting the Early Years team to plan, design and implement robust evaluation across their activities
* Working with the Research & Evaluation Manager, put strategies, resources and guidance in place to support continued evaluation following the end of the contract
* Supporting the Research & Evaluation team to effectively collate, catalogue and communicate research that supports and informs Scottish Book Trust’s work with children
* Contributing to the continued development of an evaluation culture at Scottish Book Trust, acting as an advocate for evidence-led work

**Knowledge, skills and experience**

* Experience of working directly with children, families and schools, in research or other contexts
* Experience of designing and using robust data collection tools to sensitively and effectively gather feedback directly from diverse audience groups
* Experience of analysing data with a focus on impact and learning
* Experience of presenting information in engaging formats and styles to ensure impact across a range of audiences
* Experience of establishing and managing productive working relationships with both internal and external stakeholders, using negotiating and influencing skills
* Confident and skilled communicator, with the ability to adapt styles to suit the intended audience and desired outcomes
* Excellent project management skills, with ability to meet challenging deadlines and deliver results
* Ability to analyse problems, use initiative and find creative solutions
* Knowledge of early years and education policy in Scotland
* An interest in the work of Scottish Book Trust and a passion to promote its charitable aims

**Other information**

We are open to this role being worked either full- (35 hours per week) or part-time for a minimum of 21 hours per week; this will be discussed with candidates at interview.

This post sits in the Research & Evaluation team and is line managed by the Research & Evaluation Manager; they will collaborate closely with both the Early Years and School Communities teams.

Due to current government guidelines, the Research & Evaluation Coordinator will be working from home until further notice. Once normal interaction is resumed, the post-holder will be based at Scottish Book Trust’s offices in central Edinburgh, however the post-holder must be prepared to travel occasionally for work-related duties.

The post will involve working with children, therefore appointment to the post will be conditional upon securing a satisfactory PVG check.