

**Job Description**

**Reading Communities Administrator**

**Salary:** Grade 2: £19,000 - £21,499

**Hours:** 35 hours per week
**Duration:** Fixed Term for 9 months
**Reporting to:** Digital Storytelling Manager

**Job Summary**

The Reading Communities team seeks to support and engage adult audiences and delivers a range of programmes that nurture individual and community participation in reading culture, enable personal stories from all communities to be valued and heard throughout Scottish life, and support people to access reading as a tool to support better connections, relationships and health and wellbeing.

The Reading Communities Administrator provides administrative support to all programmes across the Reading Communities team including Book Week Scotland, Your Stories and our Digital Storytelling offer.

**Key Responsibilities**

* Provide administrative support for the Reading Communities team – including arranging and minuting meetings, being the first point of contact for enquiries
* Liaising with programme partners and freelancers around project administration and logistics including proposal/application/funding processes, book and marketing material orders
* Providing administrative support for any Reading Communities events including setting up and monitoring attendance lists, booking venues, making travel and accommodation arrangements for staff and event performers, etc
* Administrating the distribution of the annual free book for Book Week Scotland
* Providing administrative support for evaluation requirements including distributing evaluation links, collating and filing data, transcription
* Supporting any proofing and copy-editing requirements of the team - stories, event listings, handbooks and guidelines. This includes liaising with participating writers and partners about copy-edits specifically in the run up to Book Week Scotland
* Updating content on the digital storytelling website
* Transcribing and captioning digital stories and digital events
* Supporting the delivery of Reading Communities content for Scottish Book Trust website – ensuring accuracy, testing event listings, updating webpage copy and Your Stories archive and identifying redundant pages. Liaising with the Digital team when appropriate.
* Data administration for Reading Communities team

**Knowledge, Skills and Experience**

* Administrative experience, including responding to enquiries, event logistics, processing event bookings, and logging programme/events data
* Experience of distribution and liaising with multiple partners will be advantageous.
* Ability to plan and manage multiple priorities and work to strict deadlines
* A high level of IT literacy and competence including experience of providing and updating copy (web 2.0, Microsoft Office, website input and maintenance)
* Clear and confident communicator, both written and verbal, with experience of engaging with professionals from a range of organisations and in engaging with individual members of the public.
* Proof reading and copy-editing experience, particularly for online listings and web content.
* Experience of preparing and uploading web content, text and video

**Person Specification**

* Friendly, creative, adaptable with calm, approachable manner
* Ability to work well as part of a team and across teams within the wider SBT organisation
* Solutions-focused approach to problem-solving
* Excellent attention to detail
* Excellent organisational skills and time management, with the ability to manage multiple priorities to meet challenging deadlines

**Other Information**

The post is based at Scottish Book Trust offices in Edinburgh – the role will be working remotely during current restrictions. A phased return to office working is planned with potential for future hybrid working.

The post-holder must be prepared to undertake travel across Scotland, from time to time travel elsewhere in the UK, including occasional overnight stays.

*Appointment will be conditional upon securing basic clearance by Disclosure Scotland.*