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**Job Description**

**Reading is Caring Co-ordinator**

**Salary:** Grade 3 (£21,500-£25,999), fixed term for 12 months.

**Job Summary**

Scottish Book Trust (SBT) is the leading agency for the promotion of literature, reading and writing in Scotland. Scottish Book Trust believes everyone should have the opportunity to improve their life chances through access to books and the development of fundamental reading and writing skills – unlocking creativity and improving mental health and well-being. We support all communities across Scotland, with particular focus on those who are vulnerable, under-represented and most in need.

Reading is Caring supports the wellbeing of people living with dementia and the people caring for them. We train people how to use shared reading as a way to provide enjoyment and comfort to both the person living with dementia, and the person caring for them. We also train people on how to make and use personal life story book boxes that can help relieve stress, evoke positive memories and maintain their loving relationships.

The Reading is Caring coordinator is a new role which is key to the development of this programme as we roll it out in the Scottish Borders. The role plays a significant part in developing and sustaining the partnerships central to the delivery of this project in the Scottish Borders, as well as contributing to the delivery of training and providing support to participants throughout their involvement.

The post reports to the Reading is Caring Manager.

**Key responsibilities**

* Supporting the Reading is Caring manager on programme delivery, including co-ordinating the ongoing training schedule and other administrative tasks as required
* Working with the Reading is Caring Manager to identify and engage new partners and participants in the Scottish Borders
* Co-ordinating the recruitment of new participants (people living with dementia and the people who care for them) including liaising with partners, providing information about the programme, answering enquiries and following up with any interested parties
* Supporting participants, ensuring they are comfortable and have all the information and materials they need prior to participation, checking in during training, following up and offering continuing support after training
* Liaising with marketing team to support any development for the programme – including print, website presence, social media and any press/media opportunities
* Delivering the Reading is Caring training as required
* Supporting the Reading is Caring Manager to design and deliver any developments to the training programme or project methodology
* Co-ordinating the development of the Reading is Caring network of practice, supporting participating organisations and participants to access resources and share learning.
* Supporting the evaluation of the programme – particularly supporting external evaluator to engage with partners and participants, and where required ensuring that data is gathered from programme participants and partners
* Working with the Scottish Book Trust print co-ordinator, developing any design and print required for the dissemination of the project methodologies

**Skills and Experience**

* Experience of administration and project management for arts in health projects
* Degree in a relevant area of study or equivalent practical experience in a relevant field
* Clear and confident communicator, both written and verbal, with experience of engaging with a range of professionals and participants
* Experience of delivering training either in person or online
* Experience of supporting external evaluators is desirable
* Knowledge of current approaches to reading for pleasure and health and wellbeing desirable
* Experience of working with people living with dementia and their carers is desirable

**Person Specification**

* Passionate about books, reading, writing and their potential to impact on people’s lives
* A sensitive and empathetic approach to supporting participants
* Creative, imaginative and able to assess new opportunities and build new partnerships
* Ability to work well as part of a small team
* Able to use own initiative to manage and prioritise workload
* Able to work remotely from home, in person in the Scottish Borders and to work from Scottish Book Trust headquarters in Edinburgh

*The post will involve working with vulnerable adults, therefore appointment will be conditional upon securing clearance through the PVG scheme administered by Disclosure Scotland.*

In line with current government guidelines, the Reading is Caring Coordinator will be mostly working from home. A phased return to office working is underway with potential for future hybrid working.