** Job Description**

**StoryCon Project Coordinator**

**42 days part time, 14 hours (2 days) /week in December, January and March with an increase in hours to accommodate the event in February.**

**Daily Rate: £91.**

**Reporting to Head of Writing Communities**

**Job Summary**

StoryCon is a creative writing and illustration conference open to 14–19-year-olds in Scotland. StoryCon includes events, performances and workshops with professional writers, illustrators, poets, editors and more. StoryCon was delivered online for the first time in 2020.

The Storycon Project Coordinator will work with the Head of Writing Communities on the administration, development, delivery and evaluation of StoryCon which will take place on Saturday 26th and Sunday 27th February 2022.The Writing Communities Team delivers a range of projects that encourage people in Scotland to write creatively as well as providing support to writers at all stages of their careers.

**Key Responsibilities**

* Work with the StoryCon project team to develop plans for StoryCon
* Book and support authors and artists appearing at StoryCon
* Set up and manage online platforms used to support and advertise StoryCon
* Manage bookings and provide support to teens attending the event
* Work with the Head of Writing Communities to organise staff schedule
* Work with Marketing Team to promote StoryCon
* Help gather evidence of impact and support the evaluation of the project
* Work with other teams within Scottish Book Trust to ensure knowledge, experience and contacts are shared across the organisation, to aid effective programme delivery

**Skills and Experience**

* Significant experience of working with young people
* Experience of creating, developing ideas and managing online platforms such as Discord, Eventbrite, Slack and Zoom
* Experience of working with artists
* Confident in the use of IT, including Microsoft Office applications
* Exceptional organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines
* Excellent written and oral communication skills
* Ability to work confidently and effectively across different teams

**Person Specification**

* A clear and confident communicator, both written and verbal, with the ability to enthuse others
* Ability to work well as part of a small team.
* Able to use own initiative to manage and prioritise workload.
* Friendly and approachable
* Passionate about supporting young people
* Creative, imaginative and able to generate and identify new ideas

**Other information**

The post is based at Scottish Book Trust offices in Edinburgh – the role will be working remotely with designated access to the office during current restrictions.

Freelance staff members are normally expected to provide their own equipment for working from home, however a lack of equipment should not be a barrier to anyone wishing to apply.

Appointment to the post will be conditional upon securing PVG.