** Job Description**

**School Communities**

**Co-ordinator (Outreach)**

**Salary:** Grade 3 £21,500 - £25,999

**Reports to:** School Communities Manager

**Job Summary**

The post holder works closely with the School Communities Manager (Outreach) on the administration, development, and delivery of the School Communities Outreach programme.

The School Communities team delivers a range of projects that inspire children and young people to engage with reading and writing. This role primarily provides support to projects that address key Scottish Government education priorities, particularly those around raising attainment for all and closing the poverty-related attainment gap. Key programmes for the team include Read, Write, Count, First Minister’s Reading Challenge and Reading Schools.

The role involves creating learning materials and delivering professional learning opportunities to a range of audiences online via Zoom or Teams and in person to support the School Communities programmes.

The Outreach Co-ordinator will also develop and manage online content, such as blogs and social media to ensure maximum participation and impact for the programmes.

The Outreach Co-ordinator also establishes, maintains and develops relationships with key stakeholders (teachers, schools, librarians, Scottish Government and Education Scotland) promoting and monitoring participation in the programmes, and carrying out engagement work to inform ongoing programme development.

The post holder will also work alongside the School Communities Team and Scottish Book Trust colleagues to ensure co-ordinated delivery and optimum impact for our school community audiences.

**Key Responsibilities**

* Design, plan and deliver CLPL sessions for practitioners with support from the School Communities Manager
* Support practitioners to engage with the First Minister’s Reading Challenge, Reading Schools, Read, Write, Count and other School Communities programmes through effective administration and communication
* Maintain existing, and establish new networks with key stakeholders including with external partners to champion the School Communities programmes and support effective delivery of the Outreach programme
* Design and develop learning resources for learning professionals, pupils and parents with support from the School Communities Manager and Learning Resource Developer
* Gather evidence of impact and good practice and showcase these effectively, both in-person and online to support the programmes and Scottish Book Trust
* Develop website content and work with the Web Team to meet the needs of the School Communities Programmes and its participants when required
* Support both internal and independent evaluations of the programmes
* 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 schools, educators and other professional practitioners to develop productive relationships
* Experience of outreach work, including confident and effective creation and delivery of presentations, training sessions and workshops, in-person and online via Zoom or Teams
* Experience of creating, developing ideas and managing information and online content, such as blogs and social media
* Experience of creating learning resources and support materials for a range of audiences, including parents, pupils and learning professionals
* Experience of dealing directly with a wide range of stakeholders to promote and embed new practices
* Excellent influencing skills with the ability to enthuse stakeholders to drive participation and engagement
* 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 influence and enthuse others
* Passionate about children’s and young adult books, reading, writing and their potential to transform the lives of young people
* Determination to improve the educational experience for all young people by building vibrant reading cultures in schools
* Creative, imaginative and able to generate and identify new opportunities and build new partnerships
* Collaborative and flexible approach to working with the ability to work well as part of team or across teams, using negotiation and influencing skills to get the best outcomes
* A full, clean UK driving licence and access to a vehicle is desirable

**Other information**

This post is based at Scottish Book Trust offices in Edinburgh – the role will be working remotely during current restrictions, using remote login, email/telephone, Zoom (and other comms software and apps) as required, to deliver the tasks and responsibilities in line with programme demands, timelines and deadlines. Some travel across Scotland and overnights stays may also be required, once normal travel is permitted.

Appointment to the post will be conditional upon securing satisfactory Basic Disclosure from Disclosure Scotland.