 **Job Description**

**Job Title:** Early Years Operations Administrator

**Salary:** Grade 2:£19,000-£21,499 per annum (full-time)

**Reports to:** Early Years Operations Manager

**Job Summary**

Scottish Book Trust’s Early Years programme delivers Bookbug, Scotland’s national book gifting programme, providing a free, high quality, book bag for every baby, toddler, three-year-old and P1 child in the country.

The Early Years Operations Administrator provides reliable and efficient administration to support the smooth running of the Early Years programme, with a particular focus on operational aspects.

**Key Responsibilities**

**Operations and logistics**

* Co-ordinating bag distribution including checking and filing of monthly stock records from Scottish Book Trust’s distribution company
* Compiling quarterly bag delivery spreadsheets, liaising with SBT’s distribution company and Bookbug Co-ordinators
* Compiling annual Primary 1 Bag delivery spreadsheet and liaising with P1 contacts
* Co-ordinating resource requests from Bookbug Co-ordinators
* Co-ordinating overstock of Early Years books and being main point of contact for book donations
* Co-ordinating book selection process for Bookbug Bags (including arranging publisher meetings; processing submitted titles; communicating with selection panel)
* Co-ordinating mailings (eg Explorer Resource Kits to EY settings)
* Administrating distribution for specific projects eg antenatal and neonatal provision
* Administration of monthly Dolly Parton Imagination Library figures

**General**

* Helping to evidence the impact of the Bookbug Programme by gathering audience statistics at given points through the year
* Being the first point of contact for all Early Years operations enquiries and jointly managing the Bookbug inbox
* Ensuring all Early Years information and contacts on the Scottish Book Trust CRM are accurate and up to date and running reports when required
* Co-ordinating Early Years mailings, including monthly Co-ordinator email, monthly Bookbug for parents e-newsletter and providing updates on the Co-ordinator Basecamp
* Preparing Annual Partnership agreements for local authorities and NHS boards, sending out and monitoring return of signed agreements
* Occasional attendance at local authority Steering Groups to provide updates from the Operations team
* Minute-taking at internal and external meetings where necessary, including typing up and dissemination
* Booking venues and catering
* Assisting with organisation of one-off Bookbug events
* Assisting EY Communications & Events Manager with Bookbug Week local programme activity, including administration of funding pots
* Creating content for the Scottish Book Trust Website as appropriate e.g. blogs and book reviews
* Creating content for social media when required
* Securing permissions from publishers e.g. for sharing content online
* Representing the Bookbug programme when necessary at conferences, network meetings and events

**Skills & Experience**

* An experienced office administrator
* Excellent attention to detail
* Excellent communication skills - written and oral
* First-rate IT skills including confident use of all Microsoft Office software especially Excel.
* Familiarity with databases and confident with information management and mail merging
* Excellent organisational skills and time management, with the ability to manage multiple priorities to meet challenging deadlines
* Ability to work as part of a team and to self-motivate
* Interest in and knowledge of children’s literature and early years learning and development
* Interest in blog writing and book-reviewing desirable

**Other Information**

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

Must be willing to travel throughout Scotland on occasion and to work out of office hours from time to time, as required, including occasional evenings and weekends.

Appointment will be conditional on securing basic clearance from Disclosure Scotland.