** Job Description**

**School Communities**

**Learning Content Manager**

**Salary:** Grade 4 £27,000- £29,499

**Reports to:** School Communities Manager

**Job Summary**

The post holder works closely with the School Communities Manager (Outreach) on the development and delivery of the learning content for the School Communities programme, including supporting learning resource production, website content, webinars and CLPL.

The School Communities team delivers a range of programmes that inspire children and young people to engage with reading and writing. Key programmes for the team include Reading Schools, Read, Write, Count, and Authors Live.

The Learning Content Manager manages the curation of learning content, including the co-ordination of learning resource production, creation of videos and delivery of professional learning opportunities to a range of audiences, online or in-person, to support the School Communities programmes.

The role also establishes, maintains and develops relationships with key stakeholders (teachers, schools, librarians, Scottish Government, Education Scotland, and other external partners) to ensure that our outreach offer supports the curriculum and provides opportunities to engage meaningfully with our programmes.

**Key Responsibilities**

* Manage the development of support materials and digital resources for the School Communities programme as part of our online offer, including booklists, videos and articles
* Support practitioners to engage with Reading Schools, Read, Write, Count and all other School Communities programmes by working in partnership to create relevant online materials
* Maintain existing and establish new relationships with key stakeholders, including external partners, to develop new learning materials that support the Scottish curriculum and the School Communities programmes
* Support the co-ordination, planning and delivery of Scottish Book Trust’s CLPL requirements, including digital training and webinars
* Produce reports for the School Communities Manager (Outreach) to monitor and evaluate the effectiveness of learning resources, identifying areas to address or develop, to ensure maximum impact for our programmes
* Work collaboratively with the School Communities Team and Scottish Book Trust colleagues to ensure a co-ordinated approach to learning content, effective programme delivery and optimum impact for our schools communities audience
* Support and promote SBT content and events, with fairly regular travel and working out of office hours, at a range of conferences, meetings and learning events
* Support Scottish Book Trust and the School Communities team on any programme development or tasks, as required

**Skills and Experience**

* A degree in a relevant subject or equivalent professional experience in a relevant sector
* Experience of managing and co-ordinating online content for a range of audiences, including parents, pupils and learning professionals, using a variety of digital formats
* Experience of delivering digital learning in education settings
* 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 using video and camera equipment and software in the production of learning resources
* Knowledge of educational policy and Scottish curriculum around literacy
* A deep understanding of, interest in, and enthusiasm for, the role of reading, writing and creativity in children’s development
* Significant experience of working with schools, educators and other professional practitioners to develop productive relationships
* Confident in all areas of IT, with knowledge of, and experience in, using analytics to support our work
* Excellent communication skills, both written and oral
* Excellent organisational, planning and time management skills, with the ability to organise own workload, meet deadlines and manage multiple priorities, as well as deliver shared goals
* Ability to work confidently and effectively across different teams
* A full, clean UK driving licence is desirable

**Other information**

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

Some travel across Scotland and overnights stays may also be required.

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