** Job Description**

**School Communities**

**Co-ordinator (2 roles)**

**Salary:** Grade 3 £22,000 - £26,999

**Reports to:** School Communities Manager

**Fixed Term:** 6 months x 1 and 12 months x1

**Job Summary**

The School Communities team delivers a range of programmes that inspire schools, learning professionals, children and young people to engage with reading and writing. Key programmes include Reading Schools, Read, Write Count, First Minister’s Reading Challenge and Authors Live.

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

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 School Communities 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 role 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 to engage with School Communities Programmes 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 First Minister’s Reading Challenge and its participants
* 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

**Knowledge, 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

**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.

A full, clean UK driving licence and confident, experienced driving skills are desirable.

The post-holder must be prepared to undertake travel across Scotland, from time to time travel elsewhere in the UK, including occasional overnight stays.

The post will involve working with young people therefore, appointment will be conditional upon securing Full Disclosure level clearance from Disclosure Scotland.