** Job Description**

**School Communities**

**Programme Manager**

**Salary:** Grade 4 £27,000 - £29,499

**Reports to:** School Communities Manager

**Fixed term:** 12 months

**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 First Minister’s Reading Challenge Manager works closely with the School Communities Manager to lead on the development and delivery of the First Minister’s Reading Challenge programme.

**Key Responsibilities**

* Project manage the First Minister’s Reading Challenge and the delivery of all elements of the programme
* Line Management of the First Minister’s Reading Challenge Coordinator
* Plan, prepare and manage the delivery of the FMRC budget
* Compile quarterly reports for Scottish Government and prepare papers outlining programme developments
* Represent the First Minister’s Reading Challenge, as and when appropriate, at meetings with Scottish Government, conferences, network meetings and external events
* Manage the distribution of Reading Passports and delivery of Workshop Funds for participating groups
* Plan and programme events or opportunities for groups to engage with authors and celebrate their achievements
* With the Outreach Manager and Learning Content Manager design, plan and deliver CLPL sessions and produce learning materials for practitioners to support the First Minister’s Reading Challenge
* In collaboration with Marketing colleagues develop and deliver a clear communication plan to encourage participation and highlight programme benefits
* Maintain existing, and establish new networks with key stakeholders including with external partners to champion and support effective delivery of the First Minister’s Reading Challenge
* Oversee the development of website content to meet the needs of the First Minister’s Reading Challenge and its participants
* Support Research and Evaluation staff to monitor and assess the ongoing effectiveness of the programme and disseminate evaluation with key stakeholders and SBT’s wider network
* 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**

* A relevant degree, or significant experience of programme management working with schools, educators and other professional practitioners to develop a love of reading for pleasure in the classroom
* Experience of managing budgets and preparing reports for external funders
* Experience of delivering presentations, training sessions and workshops, in-person and online via Zoom or Teams
* 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
* Knowledge and understanding of current education policy in Scotland
* A high level of IT literacy and competence including experience of providing and updating copy (web 2.0, Microsoft Office, website input and maintenance)
* 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 and 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.