

**Job Description**

**School Communities Administrator**

**Salary:** Grade 2: £19,000-£21,999

**Hours:** 35 hours per week

**Reporting to:** School Communities Manager

**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 School Communities Administratorprovides efficient administration to support the smooth-running of the School Communities programme, working across a range of programmes including Authors Live, touring and events, Read, Write, Count and First Minister’s Reading Challenge. The role also provides support more generally across the School Communities Programme, as required.

**Key Responsibilities**

* Work flexibly to support the School Communities Managers in the administration, logistics and communications involved in programme delivery
* Plan and organise distribution of materials to schools and local authorities, liaising with suppliers and distributors and resolving any logistical issues
* Work closely with the School Communities Managers and the rest of the team to administer Workshop Funding applications and processes
* Support the planning, organisation and delivery of School Communities events including author events, prize ceremonies and Learning Professional training
* Monitoring the School Communities inboxes, taking phone calls and responding to enquiries about the programmes
* Liaise with the Marketing Team to share marketing and communications for the School Communities programme with learning professionals, local authority contacts and library services across web and social media channels
* Work with Web Editor to maintain School Communities-related content on Scottish Book Trust’s website, database and other programme sites
* Assist in identifying, creating and promoting web, video and social media content to support the SC programme, including book of the month, as required
* Assist the Programme Manager and the Head of Research and Evaluation

with evaluation of these programme elements by compiling and producing reports on audience data and impact

* Participate in activities around developing and planning the strategic direction of the School Communities Programmes and other related work
* Work with other Scottish Book Trust teams as required to co-ordinate any School Communities input to other programmes
* Support the work of Scottish Book Trust’s Equality Diversity Inclusion commitments, including coordinating the production of transcripts and ensuring all programme communications are accessible
* Attend and staff Scottish Book Trust events, where appropriate, acting as an ambassador for Scottish Book Trust and its programmes

**Knowledge, Skills and Experience**

* Substantial administrative experience, including planning mail-outs, responding to enquiries, processing event bookings, producing reports and logging programme/events data
* Exceptional organisational, planning and time management skills, with the ability to manage multiple priorities and meet deadlines
* A high level of IT literacy and competence including experience of providing and updating copy (web 2.0, Microsoft Office, website input and maintenance)
* Clear and confident communicator, both written and verbal, with experience of engaging a range of learning professionals, creative practitioners and stakeholders
* Interest in contemporary children’s literature is desirable

**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.