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**Job Description**

**School Communities Manager**

**Salary:** Grade 5 (£29,500 - £34,999)

**Hours:** 35 hours per week

**Duration:** Permanent

**Reporting to:** Head of School Communities

**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 Head of School Communities on the development, management and delivery of Reading Schools. The Reading Schools Manager develops, manages and oversees the Reading Schools programme, in close collaboration with strategic Regional Improvement Collaborative (RIC) lead officers and all primary and secondary schools participating in the programme.

The School Communities team delivers a range of programmes that inspire children and young people to engage with reading and writing and the post also works closely with the School Communities Managers and wider Scottish Book Trust teams to ensure co-ordinated delivery and optimum impact for our school community audiences.

The role line manages the Reading Schools Co-ordinator and Reading Schools Administrator.

**Key Responsibilities**

* To work closely with the Head of School Communities and the other School Communities Managers to contribute creatively and effectively to the strategic development of the School Communities Programmes
* To manage the Reading Schools programme, ensuring that schools are supported throughout their journey
* To lead on the development and expansion of the Reading Schools programme to a national roll out
* To lead on effective partnerships with local authorities and Scottish Government agencies, with support from the Head of School Communities as required
* To line manage the Reading Schools Coordinator and Administrator to ensure effective delivery of the programme as well as their training and development
* To support the Reading Schools Coordinator and Administrator with all communications to participating schools and work together to develop and deliver CLPL opportunities
* To support the Head of School Communities to produce reports and funding applications for Scottish Government and other key stakeholders
* To work in partnership with the Head of Research and Evaluation to carry out evaluation and impact assessment of the Reading Schools project, report on and present these findings internally and externally, as required, and recommending improvements where appropriate
* To manage and report on the Reading Schools budgets
* To manage the accreditation process for participating schools in line with accreditation framework
* To work closely with the School Communities Team to ensure that Reading Schools is supportive of the First Minister’s Reading Challenge and other SBT programmes
* To liaise with the Marketing Team to deliver an effective marketing and PR strategy for the Reading Schools programme

**Skills and Experience**

* At least 3 years’ experience working in an education or arts environment in a managerial role or professional equivalent
* Degree or equivalent in a relevant area of study or equivalent professional experience
* An up-to-date knowledge and experience of education and literacy policy in Scotland,
* Significant experience of working closely with learning professionals, using influencing and problem-solving skills to support their enthusiastic engagement
* Experience of building effective partnerships within the Education system and managing key external relationships with high profile stakeholders
* Exceptional presentation and communication skills, with the ability to enthuse stakeholders to drive participation and engagement through both in-person and remote means
* Experience of devising creative and imaginative approaches to inspire children, young people and learning professionals to read for pleasure
* Substantial experience of project management and evaluation tools
* Experience of preparing and presenting written and oral reports for senior management and external stakeholders
* Experience of cross-team working to deliver shared goals
* High level of IT skills, including experience in using social media to engage with audiences
* Excellent organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines

**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.