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**Job Description**

**Writing Communities Administrator**

**Salary:** Grade 2 (£19,900 - £21,999)

**Hours:** 35 hours per week, Monday to Friday

**Reporting to:** Writing Communities Manager

**Job Summary**

Scottish Book Trust’s Writing Communities programme supports writers at all stages of their careers with advice, professional development opportunities, bursaries and mentoring.

The Writing Communities Administrator provides efficient administration to support the smooth running of the Writing Communities programme working across two main strands - the Writer Development programme and the Live Literature programme. The Live Literature programme is a national initiative that works with an extensive range of partner organisations to allow the people of Scotland to meet and engage with authors, playwrights, poets, storytellers and illustrators. The Writer Development programme includes the New Writers Awards, Ignite Fellowship and the Next Chapter Award.

The role also provides support more generally across the Writing Communities programme, as required.

**Key Responsibilities**

* Work flexibly to support the Writing Communities team in the administration, logistics and communications involved in programme delivery, including the development and streamlining of administrative systems and processes as appropriate
* Support the Writing Communities team with managing applications to our programmes, including updating forms and eligibility criteria, dealing with queries and processing applications and payments
* Act as the main point of contact for daily telephone and email enquiries to the Writing Communities programme, including enquiries from writing awards’ applicants, authors and event organisers
* Work with the Writing Communities and Website teams to maintain Writer Resources including web pages (such as Opportunities for Writers, Funding and Retreats)
* Plan and organise panel meetings, both virtually and in-person. Keep track of funding decisions during meetings, take minutes and act as chair occasionally
* Provide evaluation support for our Writing Communities programmes, including gathering application statistics and other feedback from awardees
* Support the planning and delivery of events, which may require some working outside normal office hours
* Liaise with the Marketing team to ensure the online author directory is kept up to date and share any other marketing and communications for the Writing Communities programme as needed
* Participate in activities around developing and planning the strategic direction of the Writing Communities programmes and other related work
* Work with other Scottish Book Trust teams as required to co-ordinate any Writing Communities input into other programmes
* Support the work of Scottish Book Trust's equality, diversity and inclusion commitments, e.g. ensuring programme application forms and supporting resources are accessible

**Knowledge, Skills and Experience**

* This post calls for efficiency, excellent administrative skills and the ability to balance multiple priorities
* Considerable administrative experience, including managing applications and programme data, responding to enquiries, supporting training and event delivery and maintaining online systems and resources
* Clear and confident communicator, both written and verbal, with experience of engaging a range of individuals and organisations with confidence, professionalism and diplomacy
* Exceptional organisational, planning and time management skills, with the ability to be flexible and proactive, 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, CMS)
* An interest in Scottish writing with a knowledge of writer development and the wider UK publishing industry would be beneficial

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

Appointment will be conditional on securing basic clearance from Disclosure Scotland.