

## Job Description

### Content and Reviews Editor

#### BookTrust

BookTrust is the the UK's largest reading charity and we reach millions of children every year with books, resources and support to get every child reading, regularly and by choice. We are national in scale and operate in every region in England, Northern Ireland and Wales. We work through every local authority, via children's centres, schools, libraries and health professionals, to reach the families who need us most.

#### Job purpose

The role will support the Lead Content Editor in auditing and delivering content, in line with the BookTrust strategy.

To be a knowledgeable, outward-facing and organised children's book and reading expert with a focus on books for babies, early years and primary school aged children. To exercise judgement in auditing existing content, assessing relevance and usefulness to BookTrust's audiences. To write, commission, create and curate content of all types and across all mediums that meets the needs of teachers and Early Years professionals and supports them to find the books, the inspiration and the tools they need in order to develop children's regular reading habits. To be innovative and flexible, with great ideas on how to move our projects forward and the skills and enthusiasm to make change happen with impact. To work closely and creatively with early years and teaching professionals, librarians, experts, authors, illustrators and other partners (including publishers, charities and government organisations) to help BookTrust achieve its strategic aims and objectives to bring the benefits of reading to children in the greatest need and to achieve long-lasting impact. To be an enthusiastic, flexible and collaborative team player bringing energy, ideas and experience to be an integral part of BookTrust as a centre of excellence for children's books knowledge and reading. To attend book events and conferences that will help us in our mission.

**Location:** This post can be based in either our London office in Battersea or our Leeds, head office. (BookTrust is a hybrid working organisation with two fixed office days: Tuesday and Wednesday)

**Contract:** Fixed Term Contract (12 months), Full Time.

**This post holder will report to:** the Lead Children's Book Promotion and prizes, and working closely with the Head of Children's Book Promotion and Prizes

#### Key responsibilities:

#### Key Responsibilities (Summarised):

1. Creating and commissioning engaging digital and print content for BookTrust on books and reading aimed at early years and primary school professionals, including tools, tips, recommendations and advice to help them help their students establish and maintain a regular reading habit.
2. Auditing existing and historic book reviews in line with BookTrust strategy.
3. Being a books and reading and/or Early Years expert, advising and advocating externally and internally, including discussions in meetings, conferences and playing an active role in cross organisation project teams where needed.
4. Active, enthusiastic and available representation of BookTrust at events and conferences (in person and online, including evenings and weekends when needed, in and outside London).
5. Creative and flexible input and using great cross-organisational skills to keep BookTrust moving to meet our strategic objectives.
6. Collaborating with others to achieve results and working with other BookTrust teams and colleagues to tailor our content to reach our key audiences including partners such as teachers, librarians and early years workers.
7. Being active on social media and engaged in the real world, creatively connecting and amplifying children's books and BookTrust, especially to Early Years practitioners, teachers and teaching professionals.

8. Carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties as required.

### **Key Responsibilities (Detailed)**

1. Writing, commissioning, creating, curating multi-media digital content (eg blogs, video, podcasts) aimed at early years and teaching professionals which will include advice, hints, tips, themed booklists, author and illustrator blogs and videos (including livestreams), reviews and coming up with a constant stream of great ideas for book-related content to educate, inspire and enthuse practitioners in a position to help families on their reading journey and help BookTrust achieve our strategy, aims and objectives and to help practitioners engage families.
2. Skills to edit and rewrite copy to make it work for the audience.
3. Auditing existing and historic book reviews in line with BookTrust strategy, assessing relevance and using knowledge of contemporary views and debates in the children's publishing world
4. Be a children's book expert, read and be passionate about new children's books, children's reading, issues connecting with reading and inclusivity of all kinds in order to play an active role in the wider children's books team and cross organisationally.
5. Work closely cross organisationally to ensure books content aimed at teaching professionals is produced, shared and gets to our target audiences as effectively as possible.
6. Use Early Years knowledge and contacts, where relevant, to help build strategy and produce content specifically for these partners.
7. Project manage and deliver all book recommendations content for BookTrust's Great Books Guide for schools or similar products, including working with external experts, our marketing and operations team to get this guide to schools.
8. Be a whizz on excel spreadsheets or similar to plan and deliver projects.
9. Create presentations to explain and develop our directions, processes, ideas and innovations internally and externally.
10. Work cross organisationally to get the right books to children in multiple ways and innovate to make this more effective.
11. Promote BookTrust and its vision and values in all activities, both internally while carrying out duties and externally with stakeholders and the general public – including willingness to speak publicly as a BookTrust Representative.
12. Help develop new projects, come up with ideas, be thoughtful and innovative, be alert within books, reading and teaching world.
13. Carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties as required.
14. Attend book launches and industry and teaching events (online and in person, including evenings and weekends).
15. Be willing and able to build relationships in external and internal meetings and at events and conferences.
16. Carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties as required.

## PERSON SPECIFICATION

The ideal candidate will have an extensive understanding of and interest in the children’s book landscape and experience of communicating with families, creatives and publishers. They may also have education or Early Years practitioner knowledge or experience. The ability to select and review the right children’s books and book content in order to get children reading is a vital part of this role. The candidate must be comfortable representing BookTrust at a senior level and work across the organisation and with external stakeholders and contributors.

CRITERIA	E or D
<b>Knowledge</b>	
a. Knowledge of and interest in children’s books, authors and illustrators	E
b. Knowledge of teaching, UK school system, curriculum	D
c. Knowledge of EYFS curriculum and/or Early Years practitioner work	D
d. Knowledge of children’s reading and reading landscape	E
e. Social media and comms	D
f. Knowledge of and passion to advocate for inclusivity of all types	E
<b>Experience</b>	
a. Experience of writing excellent, accurate, engaging books related copy	E
b. Experience of reviewing children’s books	D
c. Experience of public speaking at events and meetings	D
d. Experience of commissioning/working with others (creatives, freelancers etc) to create content	D
e. Rewriting/editing content that doesn’t work and having the confidence to know when this is needed	E
f. Experience of organising and managing content/timetables	E
g. Experience of working with schools and libraries	E
h. Experience in conceiving and delivering creative events involving experiences for children	E
i. A track record of successful project delivery on time and within budget	E
<b>Skills and Attributes [Insert relevant BookTrust Organisational Behaviours here along with other core skills required]</b>	
a. Enthusiastic	E
b. Creative problem solver	E
c. Great writer	E
d. Great reviewer	E
e. Tactful	E
f. Confidence and ability to express ideas and thoughts	E
g. Multimedia skills and interests	E
h. Social media	E
i. Embrace change, ability to self teach	E
j. Self motivated	E
k. Ambitious for excellence	E
l. Take responsibility for yourself and others	E
m. Great editor	E
n. Collaborative/team player who can work at all levels	E
o. Mission ready!	E

p. Ability to embrace and swiftly adapt to change	E E
q. Proactive and high motivated r. Strong attention to detail s. Confident public speaker	E E E
<b>Qualifications</b>	
a. A levels or equivalent	E
b. Degree	D

**E = essential criteria**

**D = desirable criteria**

### **Terms and Conditions**

- Salary: £32,000 - £36,000 per annum
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme
- Flexible working scheme

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

To apply please send a copy of your CV to [recruitment@booktrust.org.uk](mailto:recruitment@booktrust.org.uk) along with a sample book review and a covering letter showing how you meet the person specification and your motivations for applying for the role. Your covering letter should not be longer than two sides. The book review should be 150-200 words long and can be of any recent children's book, for any age from baby to 12 years old.

### **Our Commitment to Diversity and Inclusivity**

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: minority ethnic candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on [HR@booktrust.org.uk](mailto:HR@booktrust.org.uk) or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.