

Job Description

Coordinator, Children's Book Promotion and Prizes Team

Job purpose:

Working to coordinate, build, serve and promote aspiring and emerging authors and illustrators in the BookTrust Represents community, as well working alongside the wider team at BookTrust on projects with established authors and illustrators with the ultimate aim of connecting children and families with great books, authors and illustrators in order to increase reading for pleasure

Reporting to: Head of Children's Books Promotion and Prizes but work closely with and report on some aspects to the BookTrust Represents Project Manager

Key responsibilities

- Coordinating and serving the BookTrust Represents author and illustrator community.
- Work closely with Head of Children's Books Promotion and Prizes and wider team on projects with established authors and illustrators to help BookTrust in their aim to get all children reading for pleasure.
- Working with existing, and developing new, partnerships with a wide range of organisations, including writing agencies and publishers, to benefit the BookTrust Represents community, with the aim of increasing the number of children's author and illustrators of colour.
- Coordinate, together with BookTrust Represents Manager, a programme to support, train and mentor emerging writers and illustrators of colour.
- Coordinate school visit shadowing by emerging authors and illustrators of colour and assist on author/illustrator school visit organising.

Principle duties:

- Write and produce author and illustrator Booktrust Represents newsletters and regular communications.
- Manage, moderate and develop the BookTrust Represents Facebook community and use of online tools such event sharing and article posting.
- Build, grow and support the BookTrust Represents author and illustrator community.
- Work in partnership with BookTrust Represents project manager to plan and facilitate the training programme for British authors and illustrators of colour and manage school visit shadowing for emerging authors and illustrators.

- Coordinate, track, plan and feed into wider cross departmental BookTrust projects with authors and illustrators, including admin and organisational tasks.
- Supporting authors and illustrators at events/visits.
- Be an enthusiastic and knowledgeable member of a team that champions children's reading and builds BookTrust's reputation as a leading voice in high quality children's books.
- Keep up to date with reading new children's books, as well as trends and changes in children's book publishing, in order to play an active role in the wider children's book team.
- Research and regularly update BookTrust Represents resources page with specific opportunities for creatives of colour or opportunities for under-represented groups more generally.
- Have an active personal Twitter presence to stay connected with creatives and publishers etc.
- Track project budgets and schedules.

Relationships

- Work closely with a wide range of writers and illustrators, including aspiring, emerging and established authors and illustrators of colour.
- Network within and outside the usual book trade events to actively find and promote new writers and illustrators of colour.
- Work with other BookTrust departments, including comms, marketing and operations to promote children's books and authors and illustrators through our programmes and activities.
- Build and maintain close relationships with a key range of stakeholders from the children's book world as part of the publisher relations team.

General Duties

- Keep up to date with reading new children's books, as well as trends and changes in children's book publishing, in order to play an active role in the wider Children's Books team.
- Be an enthusiastic and knowledgeable part of a team that champions children's reading and builds BookTrust's reputation as a leading voice in quality books.
- Help develop new projects as directed.
- Author and illustrator care in events/visits etc as needed.
- Carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties as required.
- Promote BookTrust and its vision and values in all activities, both internally while carrying out duties and externally, with stakeholders and the general public.

- Attending book launches and industry events (online where appropriate).

PERSON SPECIFICATION		
Job title: Coordinator, Children’s Book Promotion and Prizes Team		
CRITERIA	E or D*	S or I**
KNOWLEDGE		
Knowledge of and interest in children’s books, authors, and illustrators	E	S/I
Knowledge of publishers	D	S/I
Knowledge of writing and illustration development organisations	D	I
Knowledge of social media and comms	E	I
Knowledge and or experience of being a writer or illustrator	D	I
EXPERIENCE		
Experience of working with creatives (whether writers, illustrators, artists or other creators)	E	S/I
Experience of writing excellent, informative, grammatical copy (eg for newsletters, emails) and excellent proof reading skills	D	S/I
Experience of coordinating and administrating projects	D	S/I
Experience of communicating with creatives	D	S/I
Experience of problem solving and thinking creatively	E	S/I
Experience of learning/competency with new digital systems, for example digital database systems/content management systems	E	S/I

SKILLS		
Excellent IT skills: Microsoft Word, Excel, PowerPoint	E	I
Social media skills and networks	E	I
Excellent interpersonal skills	E	I
Strong organisational skills	E	I
Strong verbal and written communication skills	E	I
Effective teamworking	E	I
Strong presentation skills	E	I
Copy writing skills	E	I
Proof reading skills	E	I
Written and verbal communication skills	E	I
Flexible	E	I
ATTRIBUTES		
Outgoing	E	I
Creative	E	I
Enthusiastic	E	I
Proactive and highly motivated	E	S/I
Creative problem solving	E	I
Resilient and flexible	E	S/I
Strong attention to detail	E	S/I
A commitment to equal opportunities and equality	E	S/I
Ability to successfully multi-task under pressure	E	S/I
Ability to work cooperatively and confidently with colleagues and external stakeholders at all levels.	E	S/I
QUALIFICATIONS		
Good general education to at least A Level	E	S
Degree level qualification or equivalent	D	S
*E = essential criteria D = desirable criteria **S = short listing criteria I = interview criteria		

CIRCUMSTANCES

This role will be based at our Battersea office in London (when Covid 19 restrictions are lifted, until then from home.) The post holder must be willing to travel within the UK and to work out of office hours, if required, including evening events.

Terms and Conditions

Salary: £25,000 - £27,000 per annum
 28 days holiday, plus public holidays
 Employee Assistance Programme
 Flexible working scheme
 Pension scheme (7% employer contribution)

3 x salary life assurance
Season ticket loan scheme
Childcare Voucher Scheme