



Background

Since 1999 Shropshire Bookfest, a registered charity and Queen's Award recipient, has been supporting primary schools across Shropshire and Telford & Wrekin through its wide programme of literacy projects, professional development, events and information to develop reading and writing for pleasure for all children. Recently endorsed by research from University of Worcester, the Shropshire Bookfest initiative is making a huge impact on children's reading and writing in schools across the county.

Job Description - Schools & Volunteer Co-ordinator

Role Overview:

A people orientated role which will work closely with Trustees of Bookfest, a Project Manager, a team of volunteers and a network of schools. Acting as ambassador for Bookfest, the co-ordinator will promote the current projects and identify new schools or opportunities where possible.

With a biennial schedule, the co-ordinator will act as interface between the Project Manager and Schools, managing and leading volunteers to ensure a consistent message and support given to all schools participating in Bookfest projects.

This role is key to Bookfest and its ongoing success, and will be a significant influence in the strategy and future of its work.

Specifics:

Working with the agreement of the Trustees, and closely with the Project Manager (PM):

STRATEGY

Assist the Trustees in determining and securing the strategic direction of Bookfest, including:

- Grow and develop Shropshire Bookfest's educational presence and impact through targeted local programmes.
- In conjunction with PM, support current and build new relationships with tertiary educators in the West Midlands and other relevant organisations.
- In conjunction with the PM, evaluate new opportunities for creative initiatives to support both reading for pleasure and creative writing in schools.

Links with Schools

- Support current relationships with local primary schools and multi-academy trusts.
- Build relationships, and actively promote Bookfest to schools not currently engaged with current projects.

Volunteers

- Assist Board of Trustees with identifying and recruiting volunteer School Co-ordinators.
- Assist Board of Trustees defining role of volunteers.
- Ensure all participating schools are allocated a volunteer.
- Ensure all volunteers are allocated an appropriate number and distribution of schools.
- Design and co-ordinate volunteer schedules to support delivery of Readers to Writers and Book Award projects.
- Brief and support all volunteers to deliver consistent message and support for schools throughout each project.
- Co-ordinate distribution of materials to each volunteer.

ALL PROJECTS

- Work with the Project Manager to create project format and timetables.
- Organise, manage and support volunteers to deliver projects to their allocated schools.
- Prepare and deliver support materials (eg Book Award Teacher Pack).

Leading in Reading

Assist and co-ordinate, where required and agreed, support to team delivering Leading in Reading initiative.

Act as interface between interested schools and the Bookfest team delivering the Leading in Reading initiative.

Readers to Writers

Co-ordinate schools and volunteers to deliver Readers to Writers programme.

- Working with PM and based on submissions, draw up a programme of authors, illustrators, storytellers and performers, for in-school creative writing workshops.
- Working with PM, coordinate delivery of all support materials ready for circulation by volunteer team into schools.
- Liaise with volunteers to ensure timely delivery of support materials into participating schools.
- Design and coordinate volunteer schedules to support the programme of in-school author workshops.
- Coordinate and brief the volunteer team to support taking authors into schools.
- Working with PM, maintain strong communications, including distribution of regular newsletters, with schools and volunteers throughout the project.
- Issue post-project survey to schools, collate feedback and report to Trustees.

Book Award

Co-ordinate schools and volunteers to deliver both Big Book Award and Picture Book award programmes.

- Contribute to creation of the project calendar in partnership with the Steering Group.
- In conjunction with PM, organise longlist books supplied by publishers for distribution by volunteers.
- In conjunction with PM and the Steering Group, shape plan and co-ordinate the content of the annual teacher CPD conference.

- In conjunction with PM Identify key speakers and workshop practitioners and co-ordinate their involvement in the annual teacher CPD conference.
- Plan and manage distribution of longlist books to volunteers and co-ordinate the collation of feedback.
- Contribute to review of longlist feedback and agree shortlisted books with Bookfest volunteers/project steering group.
- In conjunction with PM, design layout and content for all teacher packs and classroom materials for Book Award projects.
- Receive and organise shortlist books for distribution by volunteers.
- In conjunction with PM co-ordinate delivery of all support materials ready for distribution by volunteer team into schools at appropriate times.
- Oversee the management of entries for all competitions related to Book Award (art, letter writing, film, poetry).
- In conjunction with PM oversee the judging process and prizes for all competitions related to Book Award (art, letter writing, film, poetry).
- Within agreed budgets, organise prizes for all Book Award competitions.
- In conjunction with PM plan and agree the content and schedule of the Awards Ceremony at Theatre Severn.
- Contribute to presentation of the Awards Ceremony at Theatre Severn.
- Supply information to support briefing of volunteer teams liaising with schools.
- Contribute to content for regular newsletters to school and project participants throughout the project.
- Issue post-project survey to schools, collate feedback and report to Trustees.

Essentials & Desirables:

- A belief in the value of encouraging children to read for pleasure.
- Ability to work as part of a small team and with a wide variety of people, both professionals and volunteers.
- Ability to work with initiative and flexibility.
- Good understanding and experience within Primary School education, specifically in Literacy/English.
- Good writing and communication skills.
- Strong organisation and administrative skills with the ability to keep clear and accurate records
- Experience of leading a small team of people, particularly if in the voluntary sector.
- Computer literate:
 - experienced and confident with Microsoft office (especially Excel and Word).

Abbreviation

PM: Project Manager

Terms

The workload can vary significantly throughout the year but it is estimated to be around 0.25 FTE (13 weeks) per year.

This is a fixed-term freelance post. Payment, based on the hourly rates of £16.00 per hour, will be made on a monthly basis following the receipt of a time sheet for hours worked.

Shropshire Bookfest will cover additional expenses for stationery and mileage at £0.45 per mile. Additional expenses relating to research will be met by Shropshire Bookfest with the prior agreement of at least one Trustee on each occasion.

The Schools & Volunteer Co-ordinator is responsible for all personal tax and National Insurance implications.

Application process:

If you are considering applying for this role and would like an informal discussion with one of the Bookfest team, email us at info@shropshirebookfest.co.uk (please include your telephone number) and we will arrange a mutually convenient time to have a chat.

To apply, please send a copy of your CV and a covering letter to: info@shropshirebookfest.co.uk

The closing date for applications is 11pm on 29th April 2024.