

Job Description

Community Engagement Coordinator

BookTrust

BookTrust is 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

Reading for pleasure has a dramatic impact on educational outcomes, wellbeing and social mobility, and is also a huge pleasure in itself. We are committed to starting children on their reading journey and supporting them throughout.

Our England Partnerships Team support our wide range of partners in a place-based way, working in and with local communities and the children and families most in need of support.

As a Community Engagement Coordinator, you will work within the regional partnerships team to support projects, pilots and pieces of learning to build greater place-based working with the BookTrust partner network.

Key responsibilities

Working with the Partnership Team, and colleagues from across BookTrust support a caseload of community work to support programme delivery, partnership network development and bespoke pieces of learning and development. Create excellent links into and understanding of the issues facing local communities and stakeholders to support BookTrust development work, and place based, community led initiatives.

1. Relationships

Key Tasks

- Build relationships within local authority providers networks to support BookTrust programmes, for assigned local areas. Attend meetings and seek routes for referral for BookTrust work.
- Work with local authority BookTrust coordinators for specifically assigned areas to support targeted projects and development work.
- Support BookTrust coordinators, working with them on particular projects of interest and sharing information and best practice and supporting local networking.
- The Community Support coordinators will work with the local community to drive engagement with a variety of programmes and projects and will be actively involved in outreach events.
- Develop partnerships with community groups and organise events and activities for specific local communities.
- Work with stakeholders from key communities to identify areas where advice is needed to support development of a reading habit and engage with local organisations to connect them to relevant BookTrust resources and ongoing referral.

2. Delivery

Key Tasks

- Work methodically, to capture local activity and delivery against BookTrust regional priorities.
- Work with the partnership and communications teams to develop communication materials appropriate for our local networks and to support local delivery.
- Work through partners to set up and support focus groups and forums to support specific projects or learning within BookTrust
- Coordinate BookTrust Regional Learning Partnerships activity, maintaining a schedule of activity, keeping records organising meetings and supporting the regional partnerships team, in delivery of partnerships learning as well as supporting broader learning events through this initiative.
- Maintain excellent records of activity and contacts using BookTrust local systems.

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

Location: The role will be home-based with extensive travel across the central England and regular travel to other regions and BookTrust offices in England

Contract: Full Time, permanent post.

This post holder will report to: Regional BookTrust Partnership Manager

This post holder will manage: No direct reports

PERSON SPECIFICATION

A positive and enthusiastic, credible ambassador with a demonstrable ability to develop relationships and make connections across a wide range of people and groups. Great communications skills with the ability to communicate effectively with a diverse range of audiences, in writing, and in person.

A person who may have worked within or across a local authority provider network, in outreach or in a local community or project within the third sector. Experience in and an interest in work with children and families experiencing deprivation and or children's reading.

You may have experience of working a particular community or region and already have significant network connections there. A highly motivated individual with the ability to work and travel unsupervised across multiple projects simultaneously and to work at pace, often to tight deadlines.

CRITERIA	E or D
Knowledge	
a. Community or Provider experience within a region or area in England	E
b. Experience of working in a charity or an organisation with social or charitable aims	D
c. Understanding of policy and data related to children and educational services	D
d. Experience of working with and managing relationships with internal and external partners.	E
e. An understanding of community led and place-based project working.	E
f. Expertise in relation to children's reading.	D
Experience	
Experience of managing a network or relationships.	E
a. Experience in working, with or for a local community	E
b. Experience of working in delivery of programmes within a local government or third sector organisation in England.	D
c. Experience of managing information and data, across multiple workstreams.	E
d. Experience of using CRM systems.	D
e. Experience of managing upwards and reconciling competing demands effectively but constructively.	E
f. Experience of creating positive, effective working relationships and team working.	E
g. Experience of responding to changing demands and dealing with ambiguity.	E
h. Experience of working on projects of learning and research.	E
	E
	D
Skills and Attributes	
Skills	

a. Relationship management, influencing and negotiation.	E
b. Ability to see and create opportunities dynamically.	E
c. Ability to manage relationships with partners and colleagues.	E
d. Good communications skills, verbal and written.	E
e. Ability to deliver at pace.	E
f. Good IT skills, particularly in relation to MS Office.	E
g. Problem Solving.	E
h. Analysis and critical thinking ability to present data.	E

E = essential criteria

D = desirable criteria

Terms and Conditions

- Starting salary: £30,000
- 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

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 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.