

Job Description

Project Manager Authors and Illustrators

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

Develop, innovate and project manage author and illustrator activities to enhance and amplify BookTrust's work to bring the magic of reading to all children, with particular focus on children from disadvantaged families. Working creatively with colleagues across the organisation to build our work with practitioners. Thinking creatively and proactively about how authors and illustrators can 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 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 authors, illustrators and other partners (including practitioners and publishers). To be an enthusiastic, flexible, highly organised and collaborative team player bringing energy, ideas and experience and to be an integral part of BookTrust as a centre of excellence for children's books knowledge and reading. Leading on developing and delivering every aspect of our author virtual school visits programme as an integrated part of BookTrust's primary school offer. Manage, build, develop and promote aspiring and emerging authors and illustrators of colour in the BookTrust Represents community as well as leading on projects with established authors and illustrators, with the ultimate aim of supporting our partners in connecting children and families with books. Helping authors and illustrators to help BookTrust inspire reading habits with all the benefits this brings. This work will be across children's books for all ages.

Location: London or Leeds but would require regular travel to London if Leeds based (hybrid working, two days Tues and Wed in the office).

Contract: Permanent, Full Time

This post holder will report to: Head of Children's Books Prizes and Promotions

This post holder will manage: external relationships with authors and illustrators, as well as publishers and also teachers and librarians.

Key responsibilities

1. Develop and project manage author and illustrator work across the organisation to bring to life the magic of children's books to our partners, including thousands of frontline practitioners working with children aged 0-13 across the country
2. To coordinate activity in line with BookTrust's priority workstreams, such as partner engagement with our programmes, practitioner training and work with vulnerable children. Activity will include project managing virtual visits, workshops, producing artwork, creating videos, creating content and participation in BookTrust projects, events and media.
3. Develop and manage and be responsible for every aspect of BookTrust Represents virtual author school visits programme with creators of colour, including liaising with external film production

company for live stream and working with authors on resources and activities as well evaluation, registration and promotion of the visits

4. Develop and manage virtual author school visits with authors and illustrators from less represented groups including disability and neurodivergence
5. Managing real life author and illustrator visits in settings as needed, including organising travel and accommodation
6. Managing BookTrust Represents author and illustrator community of writers and illustrators of colour including managing social media accounts and emailing opportunities to members
7. Developing, promoting and managing author and illustrator involvement across the organisation and for external projects including conferences and events
8. Manage and innovate future author and illustrator projects, working closely with manager and other teams
9. Work closely with authors and illustrators to enhance and amplify BookTrust projects and profile, and to enthuse and engage practitioners
10. Look out for, innovate and develop opportunities to use our books/author expertise across the organisation and beyond
11. Manage a budget and report on its progress
12. Work with fundraising team to create funding bids for author projects.
13. Be a children's books expert, advising and advocating externally and internally, including leading discussions in meetings and playing an active role in cross-organisation project teams where needed.
14. Be an enthusiastic part of the books world, such as attending book launches and events, including in the evenings.
15. Collaborating with others to achieve results and work with other BookTrust teams and colleagues to tailor our content to reach our key audiences
16. Be an inclusivity advocate, ready to develop and work on ideas to expand BookTrust's focus and ultimately help every child become a reader
17. 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 authors, illustrators and children's books and experience of communicating with creatives, publishers and teaching professionals. They will have experience of running or working with a community, ideally a community of creatives. They will have excellent project management skills, be highly organised and able to juggle lots of different projects effectively, delivering on time and to budget. They will have an infectious enthusiasm about books, reading, authors and illustrators. They may have great contacts in the children's book industry. They may have organised virtual or real life book events with authors and illustrators. They may have experience of being an author or illustrator. They may also have education knowledge or experience. They will have an extensive knowledge and interest in inclusivity and diversity. 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
Knowledge	
a. Knowledge of and interest in children's books, authors and illustrators	E
b. Knowledge of teaching, UK school system, curriculum	E
c. Knowledge of children's reading and reading landscape	E

d. Social media and comms	E
e. Knowledge of and passion to advocate for inclusivity of all types	E
Experience	
a. Experience of project managing and planning	E
b. Experience of managing and supporting a community	E
c. Experience of writing and sending newsletters	E
d. Experience of public speaking at events and meetings	D
e. Experience of commissioning/working with others (creatives, freelancers etc) to create artwork and content	E
f. Experience of working with content management systems	D
g. Experience of organising and managing schedules and timetables	E
h. Experience of working with schools and libraries	D
i. Experience in conceiving and delivering creative events involving experiences for children	E
j. A track record of successful project delivery on time and within budget	E
Skills and Attributes	
a. Enthusiastic	E
b. Creative problem solver	E
c. Great project manager	E
d. Good at making and maintaining contacts with new people	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. Collaborative/team player who can work at all levels	E
n. Ability to embrace and swiftly adapt to change	E
o. Proactive and high motivated to take responsibility	E
p. Creative ideas	E
q. Strong attention to detail	E
r. Confident public speaker	D
Qualifications	
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, you must submit your CV and attach a covering letter of no more than two pages outlining your suitability in relation to the person specification.

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.