



Job description

Job title:	Publisher Relations Manager
Salary:	£28,500 per year pro rata
Contract type:	Fixed term to 31 August 2021
Hours:	35 hours
Reports to:	Supporter Relations Manager
Direct/indirect reports:	None

Introduction

One person in six has poor literacy skills that impact on every area of their life. A child without good literacy skills will struggle to succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood that, by the age of five, a child's literacy skills will be below average.

The National Literacy Trust is dedicated to improving the reading, writing, speaking and listening skills of those who need it most, giving them the best possible chance of success in school, work and life. We run Literacy Hubs and campaigns in communities where low levels of literacy and social mobility are seriously impacting people's lives. We support schools and early years settings to deliver outstanding literacy provision, and we campaign to make literacy a priority for politicians, businesses and parents. Our research and analysis make us the leading authority on literacy and drive our interventions. Literacy is a vital element of action against poverty and our work changes children's life stories.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have more than 25 years' experience of delivering programmes and campaigns to improve literacy and partnerships are an essential part of our work – with the education sector, with businesses and with community partners. We work closely with both national and local government. Our funders and partners include high street brands such as McDonald's and WHSmith, and large multinationals such as Lancôme, KPMG and PwC. We have an office in

Vauxhall, London, as well as people working to support our community activity around the country.

Our first Literacy Hub was launched in Middlesbrough seven years ago, and we now have 14 across the country. In each area we have a 10-year commitment to create better life chances for young people through system and behaviour change. While this work is based on collective impact theory and our national expertise, each Hub is a local, tailored response focused on bringing the whole community together to address literacy needs.

We have secured funding from Arts Council England to deliver Connecting Stories, a strategic project in partnership with publishers, authors and the literature sector, to engage children and young people in all 14 Hubs. Activities will include events with schools (online and in person), a creative writing competition, an exhibition and anthology of children's work, and "walk and talk" trails. Connecting Stories will focus on enthusing children to become readers and writers, working across primary and secondary age groups (depending on the focus of each Hub).

This new role will work with publishers to recruit authors to deliver Connecting Stories events in our 14 Hubs. This will include negotiating and overseeing publishers' book donations, to support Connecting Stories in each of the Hubs and as well as other work across the organisation, and for centralising information on publisher support across the charity. You will also work with publishers and with authors directly on activity across the organisation, including engagement events, programmatic activity, fundraising campaigns and our Virtual School Library.

This post is available for an immediate start, due to short timeframes for delivery. Contract extension beyond August 2021 is subject to agreement of additional funding.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for recruiting publishers and authors to support the delivery of Connecting Stories across 14 Hub areas as well as supporting publisher and author activity more widely across the organisation.

1.2 Position in organisation

This role is part of the development team, and reports to the Supporter Relations Manager. The postholder will also work closely with the Head of Partnerships on specific partner relationships.

1.3 Working contacts

Internal

Close working with the Connecting Stories Senior Project Manager, Hubs Managers, Senior Programme Managers and Project Managers across the organisation

Liaising with the Connecting Stories Campaigns Manager and the communications team

External

Regular contact and liaison with publishers and authors

Part 2: Key duties and responsibilities

2.1 Publisher partnerships

- Work closely with the Supporter Relations Manager and Head of Partnerships to support the management of established publisher partnerships and recruitment of their authors to support Connecting Stories and the wider work of the charity
- Work closely with the Supporter Relations Manager, the Connecting Stories project team and Hub Managers on the engagement and management of assigned smaller publisher partnerships and recruitment of authors to support Connecting Stories and the wider work of the organisation
- Provide regular reports to the Supporter Relations Manager, Head of Partnerships and the Connecting Stories Senior Project Manager
- Liaise with publishers to support content, permissions and copyright processes

2.2 Author engagement

- Work closely with the Connecting Stories Senior Project Manager and Hub Managers to coordinate authors and activities in each area
- Ensure that the authors and their publishers are fully briefed and supported in their involvement with Connecting Stories and the National Literacy Trust
- Work with the Supporter Relations Manager on engaging authors to support the wider work of the organisation, including:
 - Scheduling and collating content for the weekly author features on the Virtual School Library
 - Engagement events for high-net-worth individuals
 - Our annual Gala Dinner: support on inviting authors who attend as guests of honour, auction prize requests to authors, book requests to publishers
 - Programmatic activity e.g. Young Readers Programme school events, Behind the Cover audiobook club
 - Spokespeople for fundraising and promotional campaigns

2.3 Book donations

- Work with the publishers and local teams to negotiate and oversee book donations to support Connecting Stories in the Hubs as well as the wider work of the charity

2.4 Cross-organisation reporting

- Work with colleagues across the organisation to create processes and reports to capture all publisher-related activity across the charity
- Ensure that database records on each publisher, to include book donations and author involvement, are created and kept updated for both Connecting Stories and the wider work of the organisation

The postholder may also be required to undertake other activities as deemed appropriate, and to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Part 3: Person specification

3.1 Essential experience

- Working with publishers and authors
- Managing relationships with key stakeholders such as clients/funders
- Working to multiple deadlines
- Project management
- Using a CRM database to support relationship management

3.1.1 Desirable experience

- Event management
- Marketing
- Handling sensitive/confidential information

3.2 Knowledge

- Excellent working knowledge of the publishing industry, with a focus on children's books
- Good working knowledge of schools and education

3.3 Skills

- Strong relationship management skills
- Strong attention to detail, with excellent written and spoken English
- Clear and confident communicator, able to talk with people at all levels
- Strong administration skills
- Overseeing and managing reporting and information processes
- Motivated, proactive and able to think outside the box in unplanned situations
- Team player, adaptable in situations of frequent priority and focus change
- Strong IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases
- Working independently and problem solving
- Working under pressure and managing deadlines

3.4 Other

- Confident, enthusiastic and creative
- Commitment to equality and diversity
- Strong interest in literacy and social justice issues

Part 4: Summary of terms and conditions of service

Location: The postholder will be an employee of the National Literacy Trust, which is based at 68 South Lambeth Road, London SW8 1RL. This post is suitable for home and flexible working from anywhere in the country, with regular contact with the national team in London and regular travel once this is possible.

Probation period: This post is subject to an eight-week probationary period.

Notice period: This post is subject to an eight-week notice period.

Safeguarding: The postholder will adhere to the National Literacy Trust's safeguarding policy for children, young people and vulnerable adults. This post is also subject to a Disclosure and Barring Service check

Expenses: The role will require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.

Annual leave: You will receive a total of 39 days per year (pro rata for part time staff), made up of 28 days' annual leave plus the closure of the office on all bank holidays and from Christmas Day to New Year's Day inclusive.

Pension: The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.

Other benefits: We provide a Cycle to Work scheme, season ticket travel loans, employee assistance programme and access to other health and wellbeing benefits including discounted gym membership, dental plans and health assessments.