

Castell Brychan, ABERYSTWYTH, Ceredigion SY23 2JB

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Prif Weithredwr/Chief Executive: *Helgard Krause*

Job title:	Project Manager: Teachers Love Reading
Department:	Children's Books and Reading Promotion Department
Location:	Flexible – ideally, to work from Castell Brychan twice a month
Salary band:	Grade 5 (point 21–27)
Salary:	£32,115 – £37,035 <i>pro rata</i>
Contract:	Specific period until 31 March 2025, with a possibility of an extension
Start date:	June 2025 or as soon as possible
Hours of work:	30 hours per week (over 4 or 5 days) – to be discussed with the successful applicant
Holiday entitlement:	Starting on 21 days' holiday together with 8 bank holidays (<i>pro rata</i>)
Reporting to:	Head of the Children's Books and Reading Promotion Department
General purpose of the post:	<p>This post offers an opportunity for you to play an important role in a valuable scheme to nurture a love of reading among teachers, children and young people.</p> <p>The Books Council of Wales is seeking an enthusiastic and friendly individual, with first-rate interpersonal skills, to join the Children's Books Department. The Project Manager will be responsible for coordinating four annual sessions for primary teachers and four sessions for secondary teachers (Welsh Language medium). These workshops will include training on developing reading skills by lecturers from Bangor University. This post calls for an individual with experience of working in education – ideally the secondary sector – an organised, creative, and hard-working individual and who enjoys working as part of a team.</p>

BACKGROUND

The Books Council is a national charity that supports the publishing industry and reading development in Wales. We promote literacy and reading for pleasure through our range of campaigns, activities, and events throughout Wales, often working in partnership with schools, libraries, and other literary organisations. The Council was founded at Aberystwyth in 1961, and we work with publishers to nurture talent and new content in Welsh and English, in

addition to providing specialist services such as editing, design, marketing and distribution. We are also responsible for administering grants to publishers and independent booksellers. Our funding comes partly from the Welsh Government through Creative Wales, and partly from commercial activities and the wholesale book-selling service provided by our Distribution Centre.

The Council provides a pension scheme to which the person appointed will be able to contribute. The Books Council is a member of the Dyfed Pension Fund, which is a Local Government Pension Scheme.

THE DEPARTMENT

This post is located within the Children's Books and Reading Promotion Department, which is responsible for coordinating a variety of reading promotion projects in both Welsh and English.

The Department's work programme is varied, but its main aim is to promote reading for pleasure in Welsh and English, whilst concentrating mainly on providing opportunities for children, young adults, and families.

To achieve this aim, the Department cooperates with a wide variety of partners, including those in publishing, bookselling, education, libraries, and the Welsh Government, together with other bodies such as Literature Wales, the Urdd, S4C, CILIP Cymru Wales and Radio Cymru.

The various projects that form part of the current core programme include the following:

- Annual reading competitions for primary schools, both Welsh- and English-medium
- Tir na n-Og Awards
- Publications such as the Children's and Young Adults' Yearbook
- Author Tours
- Mary Vaughan Jones Award

The Department is responsible for coordinating schemes to promote Book Day and the Summer Reading Challenge in Wales in partnership with Book Day UK and The Reading Agency. The Department also runs annual reading competitions, the Gornest Lyfrau and BookSlam, which foster a love of reading as well as developing learners' reading and oral skills. These schemes are financed by the Welsh Government's Curriculum Department.

The Department responds strategically and practically on a county and national level to reading for pleasure projects, and cooperates closely with the Publishing Development Department on supporting the development of the field of publishing; as a result, it also leads regularly on specific schemes.

The Department's staff report to the Children's Books and Reading Promotion Subcommittee which meets twice a year.

The Project Manager will be a part of the Department's staffing structure, as shown below:

- Part-time Head of Department
- Part-time Education Officer
- Part-time Reading Promotion Officer
- Part-time Project Administrator.

MAIN DUTIES OF THE POST

The Project Manager will contribute towards the work of the Department, including the fields noted below, but flexibility will be required:

1. Lead and work closely with Bangor University lecturers to coordinate and agree content of workshops, with the main aim of developing the reading skills of Years 5 and 6 in the primary sector and Years 7 and 8 in the secondary sector.
2. Administer the project, ensuring that the allocated budget is invested effectively and for a specific purpose e.g. the cost of supply cover and ordering books to accompany the project.

3. Prepare and share any correspondence with the teachers attending the sessions, confirming the dates and their locations.
4. Monitor the impact of the project following stakeholder responses to questionnaires at the beginning and end of the project, measuring the impact.
5. Provide support by developing the Children's Books Department's pages on the website – with sections for engaging with families and schools to promote reading in the home as an enjoyable pastime; create a browser that offers suggestions for interesting books within a child's fields of interest; and a section for sharing information with teachers and partners regarding reading resources and events.
6. Cooperate with the team to develop plans and images to share information about reading for pleasure by cooperating with stakeholders.
7. Cooperate with the other team members and with the other Departments whilst developing specific elements of the Council's strategic development work.

KNOWLEDGE AND SKILLS REQUIRED FOR THE POST

- Experience of working in the primary and/or secondary education sector, and have a solid understanding of the objectives of the Curriculum for Wales.
- The ability to manage schemes, timetables, and budgets accurately and efficiently under the guidance of the Head of Department.
- Sound knowledge of the practices to promote effective reading in classrooms and at home.
- An interest in children and young adults' books and the publishing industry.
- Familiar with the latest Office software packs.
- Experience of preparing progress reports and financial reports.
- Strong communication skills, both oral and written.
- The ability to work independently and as part of a team.
- Language skills – see below.
- Strong interpersonal skills.

WORKING LANGUAGE

- 1 Listening and Speaking:
Able to understand every conversation in Welsh and English pertaining to the work. Fluent when conversing and responding to questions in both languages.
- 2 Comprehension:
Able to understand all the Welsh- and English-language material pertaining to the work.
- 3 Writing:
Able to prepare most of the material pertaining to the projects in both Welsh and English, with some support available.

CONTACTS AND COMMUNICATION

Internal	Nature of contact
Chief Executive	Respond to requests for information.
Head of Department / Line Manager	Cooperate with others to plan and develop the project.
Education Officer	Cooperate with others to plan and develop the project.

Project Administrator	Cooperate on an administrative level with others on the project.
Other members of the Council staff	Cooperate and share information.

External	Nature of contact
Civil Servants	Communicate on project work and on progress and evaluation reports.
Project Partners (Education, Libraries)	Cooperate and share information and attend meetings on behalf of the Council.

RESPONSIBILITIES

For people: None.

For a budget: Dealing with the project's budget on a day-to-day basis.

For equipment or stock: None.

DECISION-MAKING / PROBLEM-SOLVING / AUTONOMY

The Head of Department will help you to make decisions. As you become accustomed to the post and gain more confidence, you will be able to make decisions to solve day-to-day problems. More far-reaching decisions will be made by the Head of Department and the Chief Executive.

CRITERIA FOR THE POST

- Experience of managing projects and reporting on progress.
- Experience of managing schemes and timetables in an efficient manner.
- Sound knowledge of the education system and of developments in the field of reading promotion.
- Computer skills, including confidence in the use of Word and Excel.
- Strong communication skills, both oral and written.
- Experience of working independently and as part of a team.
- Accuracy in both the Welsh and English languages.

APPLICATIONS

To apply, please send a letter explaining why you are suitable for the post, together with a short CV noting your work experience/posts. Your CV should include the name and addresses of two persons who can be contacted for further information. If you are currently employed, your current employer should be one of the referees. **We will not contact any referees without your permission.**

Please note: we are unable to sponsor work visas, and we will need proof that you are eligible to work in the UK.

Applications must be submitted by **Tuesday, 27 May 2025**, and sent to:

Menai Ll. Williams, Books Council of Wales, Castell Brychan, Aberystwyth, Ceredigion SY23 2JB. Tel: (01970) 629541, or by e-mail to menai.williams@llyfrau.cymru

Interviews will be held online on **Thursday, 29 May 2025**.

May 2025