

Castell Brychan, ABERYSTWYTH, Ceredigion SY23 2JB

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Prif Weithredwr/Chief Executive: **Helgard Krause**

Job title:	Partners Officer – Libraries
Department:	Children's Books and Reading Promotion Department
Location:	Flexible – ideally, to work from Castell Brychan once a month
Salary band:	Grade 5 (point 21–27)
Salary:	£33,143 – £38,220 <i>pro rata</i>
Contract:	Specific period until 31 March 2026
Start date:	As soon as possible – November 2025
Hours of work:	22.5 hours per week (3 days)
Holiday entitlement:	23 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:	This post offers an opportunity to play an important role in a valuable scheme to nurture relationships between authors, schools, and libraries in Wales. 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 Partners Officer will be responsible for coordinating and monitoring a project to encourage libraries to arrange author visits jointly with schools. This post calls for an organised, creative, and hard-working individual who enjoys working as part of a team.

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 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 reading – Gornest Lyfrau and BookSlam. Teachers Love Reading, Book Day and the Summer Reading Challenge in Wales in partnership with Book Day UK and The Reading Agency. These schemes are financed by the Welsh Government's Education 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 Promotion Officer will be a part of the Department's staffing structure, as shown below:

- Part-time Head of Department
- Part-time Education Officer
- Part-time Teachers Love Reading Officer
- Part-time Rhyngom Project Manager
- Part-time ALN Project Manager
- Part-time Reading Promotion Officer
- Part-time Project Administrator.

MAIN DUTIES OF THE POST

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

1. Lead and cooperate closely with Chief Librarians in Wales to ensure that they arrange visits jointly between schools and authors in Wales.
2. Administer the scheme, ensuring that the allocated budget is shared with the libraries for the purpose of the project.
3. Facilitate arrangements with the libraries, share relevant details and funding, and monitor events.
4. Evaluate and appraise the project and collect qualitative and quantitative data following the sessions.
5. Create digital assets for the purpose of promoting and celebrating the work within the libraries.
6. Provide support by developing the Children's Books Department's pages on the website – with sections for engaging with families 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.
7. Cooperate with the team to develop plans and images to share information about reading for pleasure by cooperating with stakeholders.
8. 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 administering and evaluating a project.
- The ability to manage schemes, timetables, and budgets accurately and efficiently under the guidance of the Head of Department.
- Sound knowledge of the education system and of developments in the field of reading promotion.
- An interest in books and publishing.
- 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 **Friday 31 October 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 **Tuesday, 4 November 2025**.

October 2025