

Moniack Mhor

Job description

Job Title: The Highland Book Prize Coordinator

Responsible to: Programme Manager, Centre Director

Overview:

Established in 2017, the Highland Book Prize is presented by the Highland Society of London and facilitated by Moniack Mhor in partnership with the Ullapool Book Festival. The prize celebrates the finest published work that recognises the rich landscape and cultural diversity of the Highlands. This annual prize is open to work in fiction, non-fiction and poetry.

The Highland Society of London is a charity which exists to promote and support the traditions and culture of the Highlands of Scotland. The Society carries out this work primarily through giving prizes in areas including piping, Highland dancing, Gaelic singing, art – and now the Highland Book Prize.

Moniack Mhor is a registered charity, financed through a variety of different sources, principally through Regular Funding from Creative Scotland. The aims of Moniack Mhor are –

- To develop new literary talent and further the skills of writers, fostering the creation of new literature.
- To inspire people of all ages and backgrounds to reach their full potential by developing confidence in writing ability and encouraging creative expression.
- To provide high quality creative writing learning experiences in a supportive, unique and inspirational setting.
- To place environmental sustainability, landscape and cultural preservation at the heart of our work.
- To embed equality as an overarching theme and to remove barriers to the writing process.
- To work in partnership to create and support a dynamic literary culture in the Highlands and Islands and beyond.
- To raise the identity of literature created in Scotland locally, nationally and internationally.

Responsibilities:

This experienced individual will undertake all management, communication and administration relating to the Highland Book Prize, including liaising with publishers, volunteer reading panel and supporting longlisting and shortlisting meetings. Whilst recruitment, contracting and management of the judging panel lies with the management team at Moniack Mhor, the Highland Book Prize Coordinator will be responsible for working closely with and supporting judges. The post holder will also manage the Highland Book Prize website and wider publicity, including social media and building relationships with bookshops and other stakeholders.

Principal Duties

INDUSTRY LIAISON

1. Liaising with publishers to ensure high submission rate of eligible titles
2. Liaising with bookshops and libraries to promote the shortlist, longlist and winner
3. Working closely and collaboratively with all major stakeholders including the Highland Society of London, Moniack Mhor and the Ullapool Book Festival
4. Organising, in partnership with the Ullapool Book Festival, all activity that relates to the award ceremony events

VOLUNTEER MANAGEMENT

5. Working with close attention to detail to recruit and retain volunteer readers
6. Communicating clearly and effectively with volunteer readers to allocate titles and ensure deadlines for reader reports are met

JUDGING PANEL

7. Supporting the planning and programming of the judging panel activity, undertaking all administration that relates to the panel

PUBLICITY

8. Managing the Highland Book Prize website, social media channels and email account
9. Undertaking promotion of the longlisted, shortlisted and winning titles

GENERAL PROJECT MANAGEMENT

10. Reporting on targets to the Centre Director and preparation of any relevant reports for stakeholders and Creative Scotland
11. Managing budgets and cashflow for the project
12. Having a sound understanding of the ethos of the Highland Book Prize, Moniack Mhor Writers' Centre and stakeholders and placing this at the heart of all work
13. Ensuring all activity is evaluated according to Moniack Mhor's policies
14. Attending regular Moniack Mhor staff meetings and Highland Book Prize Meetings to update on activity and regular one-to-one meetings with the Programme Manager/Centre Director
15. Implementing Moniack Mhor's equal opportunities and broader policies amongst staff and visiting writers and being willing to engage in the wider activity at the centre
16. Any other task that may reasonably be required by Moniack Mhor to meet the specific needs of the project.

Conditions of Service

SALARY	£23,000 – £27,000 – Full Time Equivalent. One day per week (52 days per annum minus 7 annual leave days)
CONTRACT	1 year from commencement of employment, contract extension possible, to be reviewed. 3-month probation period.

LOCATION Moniack Mhor Writers' Centre. Possible remote working for the right candidate.

HOLIDAYS Full Time Equivalent - 35 days pro rata including 4 days statutory leave

HOURS Equivalent of one 7-hour day per week. Flexible working possible and may be necessary at set points in the prize cycle. A small number of evenings and weekend work.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
1. Experience	<p>Experience in, and enthusiasm for the arts and cultural sector</p> <p>Clear understanding of Highland culture and geography</p> <p>Project management experience</p> <p>Marketing and communications experience</p>	<p>Working knowledge of the literature sector</p> <p>Experience of working in the arts within the Highland Region</p> <p>Volunteer management</p>
2. Qualifications	Driving licence essential	Educated to university level
3. Special skills/aptitudes	<p>Excellent communication and interpersonal skills</p> <p>Computer literate and confident user of Microsoft Office applications, email and the internet</p> <p>Ability to work independently and on own initiative</p> <p>Ability to deliver a high-quality service/process and ambition to help the growth of the Highland Book Prize</p> <p>Good team player</p> <p>A willingness to travel within and outwith the Highlands</p> <p>Good organisational, planning and evaluating skills</p>	<p>Experience of fundraising and reporting</p> <p>Ability to work to targets and deadlines</p> <p>Knowledge of managing marketing / advertising campaigns, projects, or initiatives</p> <p>Familiarity with Mailchimp email marketing application and WordPress website hosting.</p> <p>Gaelic speaker or interest in Gaelic language</p>

	<p>Knowledge of (or willingness to undergo training in) First Aid, Food Hygiene and Health and Safety regulations as per Moniack Mhor policies</p> <p>Ability to work to strict targets and deadlines</p>	
4. Personal qualities	<p>Attentive to detail</p> <p>Ability to work flexible hours</p> <p>Ability to work under pressure</p> <p>Warm manner</p> <p>Ability to adopt a creative approach</p>	<p>Sense of humour</p> <p>Helpfulness</p>

HOW TO APPLY

Please send a CV and covering letter to jobs@moniackmhor.org.uk using the title line **HIGHLAND BOOK PRIZE COORDINATOR**. Please outline why you think you are suitable for the role and relate your experience to the job description and person specification.

Applications can be sent by post to Moniack Mhor Writers' Centre, Teavarran, Kiltarlity, Inverness, IV4 7JL. Please include the Equal Opportunities form with your application. All applications will be acknowledged.

Enquiries can be directed to Rachel Humphries (Centre Director) - rachel@moniackmhor.org.uk or tel - 01463 741675.

Deadline: 5pm 26th April 2019

Equal Opportunities Statement

Moniack Mhor's policy is that:

- No job applicant or employee shall receive less favourable treatment on the grounds of gender, marital or family status, age, ethnic origin, disability, race, colour, nationality, religion, belief, sexual orientation, political affiliation or trade union membership.
- No condition or requirement shall be made of job applicants or employees that cannot be shown to be justifiable.

We continuously monitor our effectiveness in implementing this policy by:

- Specific monitoring of factors including gender, family status, age, ethnic origin and disability.
- Regular review of our policies and practices.

To assist us in implementing our policy:

- Please complete the questionnaire attached and place it in the envelope provided.
- This questionnaire will not be made available to the short-listing or interviewing panel.
- This information will be held subject to the provisions of the EU General Data Protection Act (GDPR) 2018 and the Data Protection Act 2018.

Thank you for your co-operation

EQUAL OPPORTUNITIES MONITORING FORM

Surname _____ First name(s) _____

Job applied for _____

Are you a disabled person? **YES/NO**

As defined under the Equality Act 2010, disability is a physical or mental impairment which has a 'substantial' and 'long-term' adverse effect on a person's ability to carry out normal day-to-day activities. Moniack Mhor Ltd will make reasonable changes to the workplace and to employment arrangements so that a disabled person is not at a substantial disadvantage compared to a non-disabled person.

Ethnic Origin

How would you describe your ethnic origin? (please tick)

Black/African

Black/Caribbean

Black/Other

Indian

Pakistani

Bangladeshi

Chinese

White/UK

White/Other

Mixed or multiple ethnic groups

Other

Prefer not to say

Marital Status: Single/Married/Divorced/Other (please circle)

Date of birth _____ **Age** _____

How did you learn about this vacancy? _____