



Highland Book Prize Coordinator Information Pack

Introduction

Thank you for your interest in the position of Highland Book Prize Coordinator at Moniack Mhor. The Highland Book Prize Coordinator supports administrative tasks during the annual prize cycle, from receiving entries, longlisting, shortlisting, event planning, and the announcement of the winning book. This is a varied role working within the Highland Book Prize and Moniack Mhor teams.

In this job pack, you will find more information about Moniack Mhor and the Highland Book Prize, the job description, person specification and how to apply.

Please feel free to contact either Rachel (Centre Director) or Angela (Centre Manager) to discuss the role before applying, on jobs@moniackmhor.org.uk. We very much look forward to receiving your application.

With best wishes,

Rachel Humphries, Centre Director and
Angela Cran, Centre Manager

Overview

The Highland Book Prize, established in 2017, celebrates the finest published work that recognises the rich talent, landscape and cultural diversity of the Highlands. This annual prize is open to work in fiction, non-fiction and poetry. The winner of the Highland Book Prize will receive prize money of £1000 and a writing retreat at Moniack Mhor.

Presented by the Highland Society of London and facilitated by Moniack Mhor Creative Writing Centre, this literary prize aims to bring recognition to books created in or about the Highlands. The William Grant Foundation provides funding to encourage public engagement with the Highland Book Prize.

Please visit: www.highlandbookprize.org.uk

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 Scotland's Creative Writing Centre. Based in the beautiful Scottish Highlands, we run residential and online courses in a range of genres tutored by some of the finest authors in the UK and beyond. With workshops and one to one tutorials, our



courses provide an atmosphere that enables writers to fully immerse themselves in their writing. The centre also offers writing retreats providing time and space, free from distractions, where writers can be part of a nurturing writing community. Other support offered by Moniack Mhor includes awards, bursaries, professional residencies to develop works in progress, mentoring, a Gaelic programme and a programme for young writers. <https://www.moniackmhor.org.uk/>



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.



Job Description

Job Title: Highland Book Prize Coordinator

Responsible to: Centre Director

Responsibilities:

This role is primarily concerned with supporting administration and development of the Highland Book Prize annual cycle which includes the following tasks –

- Liaising with publishers and writers during the entry phase of the prize.
- Recruiting and coordinating a team of over 100 volunteer readers, issuing documentation and recording feedback.
- Supporting the judging panel, publishers and writers during the longlisting and shortlisting phase of the prize cycle, including promotion, writing press releases, social media etc.
- Supporting a calendar of physical and online events, including the annual prize ceremony.
- Working closely with internal teams and external collaborators, ensuring a professional level of communication and attention to detail.

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. Whilst recruitment, contracting and management of the judging panel currently 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.

The Highland Book Prize Coordinator's primary duties will be –

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.
4. Organising 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 email account, website, social media channels and mailing lists.
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 up-date on activity and regular one-to-one meetings with the 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	£22,000 – £25,000 (Full Time Equivalent) (52 days per annum minus 7 annual leave days, (with overtime to deliver longlist and shortlist events)
HOURS	Average of 7 hours per week depending on the schedule. Up to 14 hours per week may be required during longlisting, shortlisting and awarding the prize. Flexible working is possible and will be necessary at set points in the prize cycle. A small number of evenings and weekend working is necessary.
CONTRACT	1 year from commencement of employment, contract extension possible, to be reviewed. Three-month probation period.
LOCATION	Moniack Mhor Writers' Centre, IV4 7HT. Possible remote working.
HOLIDAYS	Full Time Equivalent - 35 days pro rata including 4 days statutory leave



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>Experience of administrative/project management work within a literature environment or education environment</p> <p>Experience of working in the arts within the Highland Region</p> <p>Volunteer management</p> <p>Events management</p> <p>Experience of providing promotion, marketing and/or communications activity including social media channels</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, especially including Word, Excel, 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>Ability to work to targets and deadlines</p> <p>Knowledge of managing and developing 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>Experience of using InDesign, Photoshop, Canva or equivalent software</p> <p>Experience of digital video editing</p>



	<p>Good organisational, planning and evaluating skills</p> <p>Ability to work to strict targets and deadlines</p> <p>Demonstrable experience within an administrative environment including using online platforms such as Wordpress and Zoom</p> <p>Flexible and adaptable approach to work with a willingness to work outside office hours from time to time</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>	
4. Personal qualities	<p>Attentive to detail</p> <p>Ability to work flexible hours</p> <p>Ability to work under pressure</p> <p>Warm and helpful manner</p> <p>Ability to adopt a creative approach</p>	<p>Interest in and enthusiasm for creative writing (as a reader, a writer or both) and an enthusiasm for the work of Moniack Mhor</p>

How to apply

To apply for the role, please email a current CV and cover letter, with the subject line of **Highland Book Prize Coordinator**, to jobs@moniackmhor.org.uk. Please outline why you think you are suitable for the role and relate your experience to the job description and personal specification. Applications should arrive no later than midnight on Monday 31st May, 2021.

We would greatly appreciate if you would also take the time to fill out our equalities monitoring form which can be downloaded from the [Job Opportunities](#) page of our website. This is voluntary, and equalities forms can either be emailed or sent by post to Moniack Mhor Writers' Centre, Teavarran, Kiltarlity, Inverness, IV4 7HT.



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Download here: <https://www.moniackmhor.org.uk/about-moniack-mhor/job-opportunities>

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