



## **Creative Learning Manager (maternity cover)**

# **Job Description**



# Creative Learning Manager (Maternity cover)

## Contract

Maternity Cover, fixed term (28 July 2025 - September 2026)

## Salary

£31,000-£34,000 per annum (dependent on experience) plus 3% pension contribution

## Key dates

**August Programme launch:** 10 June 2025

**Post start date:** 28 July 2025

**August Festival dates:** 9-24 August

## Background

The Edinburgh International Book Festival is a world-leading cultural festival, with democracy, creativity and ideas exchange at its heart. We celebrate the power of words and writing in all of their dynamic and imaginative forms, bringing diverse perspectives together, and empowering our audiences to deepen their understanding of our ever-changing world.

Since 1983, we have welcomed hundreds of thousands of visitors to engage with the world's greatest and emerging writers, thinkers, artists, and performers. Each year, we programme innovative events that broaden the horizons and enrich the minds of our audiences, both in Edinburgh and online. These take the form of on-stage conversations, workshops, creative masterclasses, think tanks, and more, all informed by a culture of open dialogue, curiosity about the perspectives of others, and active embracing of new ideas and experiences.

Over the last four decades, we have continually transformed our Festival model to reflect our rapidly evolving world, and ensure our ongoing relevance, with a programme which platforms the most interesting and inspiring publishing from around the world, and balances today's most challenging topics with exploration of how we can work together towards a brighter future.

A registered charity, we are run by a passionate team who believe in the power of words and ideas to ignite imaginations, foster human connection, and challenge the status quo – as well as offer solace, nurture wellbeing, and spread joy. Our Festival aims not just to open up conversations, but to broaden them too: existing as a space at the heart of civil society where nuanced discussion can happen and a spectrum of perspectives can be explored. We believe this role, supporting and influencing public conversation, is vital to society and to the Festival's future.

At the heart of our Festival is a commitment to accessibility, inclusivity, and the creation of a truly democratic environment for the exchange of ideas and collaborative thinking. We give a platform to voices who are often overlooked and aim to break down barriers to access for those who might not typically see themselves as a book festival audience. More than just a summer festival, we work year-round with partners in the local community – with schools, libraries, prisons, hospitals, and other community hubs – with the aim of developing engaged, knowledgeable audiences of all backgrounds and ages. The Festival also makes hundreds of events available to watch online via a Pay What You Can model, offering audiences who cannot attend in person the opportunity to take part, and making the Festival truly global in nature.

In 2024, our evolution saw the beginning of a new chapter under the leadership of Festival Director, Jenny Niven. It was also our first year presenting the Festival in our new home of the Edinburgh Futures Institute – a cutting-edge university building created from the stunning renovation of the city's old Royal Infirmary and positioned at the heart of the city's Festival environment. We are excited about the opportunities this offers us to collaborate with new partners and share innovations and a wide range of voices with our audiences, both now and far into the future.

## The team

The Book Festival has a permanent staff of 24 throughout the year, expanding over the spring and summer to a peak of around 150 staff during the Festival. All staff members play a role in the ongoing development of the organisation through several full team planning and debrief meetings during the year. The heads of each department form the Senior Management Team.

The Creative Learning Manager sits within the Programming Team and is line managed by the Director of Communities and Equalities, with input to work plan from the Head of Children and Young People.

## The role

The Creative Learning Manager is an active and creative member of the Programme team, making a vital contribution to the development and delivery of the August Festival and the Communities programmes. Close collaboration with colleagues, in particular the Head of Children and Young People, is key to this role; as well as developing and maintaining strong relationships with a range of external partners.

## Key Duties and Responsibilities

### Schools

1. Support Head of Children and Young People to plan and programme Discovery Zone drop-in activities for primary Gala Day and Secondary Teen Takeover Day.
2. Support Head of Children and Young People with school's brochure copywriting
3. Lead on the design and delivery of the Liberton High School Library project (and other year-round engagement activity for schools) scheduling, recruiting artists, and managing budget and resources.
4. Manage and deliver the Teachers' Book Club (including regular correspondence with teachers and librarians) and a new programme of year-round CLPL events for teachers.
5. Liaise with Brand and Audiences Team to develop the Learning Site in line with R&D around users' needs and produce suitable content for the site accordingly.
6. Plan, manage, and deliver the August Festival Schools Programme Launch in April.

### Learning Disability Friendly Events

1. Develop and manage a strand of activity for audience members with additional learning needs, in conjunction with partners.
2. Work closely with the Programme team to deliver LD Friendly events at the August Festival. This delivery includes the management of budget, scheduling events and other activities relevant to developing the strand.

3. Liaise with our Site and Tech team to ensure the specific needs of the audience are met throughout the delivery of events during the August Festival.

### **Young People**

1. Plan and deliver the Citizen Collective (online writing group for young people), including scheduling, confirming author-facilitators, attending the weekly sessions and planning performance opportunities.
2. Collaborate with the National Writers Centre to deliver special masterclass sessions for the collective and young people from the NWC's Lit from the Inside.
3. Work with the Director of Communities and Equalities and Development Team to secure ongoing/future funding for the Citizen Collective.
4. Support the Head of Children and Young People to plan and launch a new Youth Advisory Board, including scheduling, confirming special guests and attending the meetings throughout the pilot year.

### **Story Nation**

1. Support the Director of Communities and Equalities on delivery of aspects of the Story Nation programme, in particular our programme with the Royal Hospital for Children and Young People.

### **August Festival**

1. Support the Head of Children and Young People and Director of Communities and Equalities on the delivery of the Schools' and Communities Programmes, creatively responding to future developments of the programme for both students and teachers.
2. Develop and manage a strand of activity for early years children and their families at the August Festival, including the Are You Sitting Comfortably strand of free events, in partnership with community organisations from across Edinburgh.
3. Ensure August Festival events are delivered to the highest possible standard.
4. Liaise with our partner organisations on BSL and captioning requirements. Work with the Access Officer to arrange interpretation and/or captioning for events.

5. Post-festival, liaise with community partners to develop opportunities for further creative engagement (e.g. taking the Festival Gruffalo trail to the Royal Hospital for Children and Young People).

### **Internships/Work Experience**

1. With support from the Director of Communities and Equalities apply to the Creative Access Mo Siewcharan fund for funding towards a six-month programming internship for candidates facing race-related barriers to the industry.
2. With support from the Director of Communities and Equalities apply to the Robertson Trust Internship programme.
3. Develop the job descriptions, recruit for and manage interns - including day to day work plans and supporting their professional development.
4. Research and scope out a schools' work experience programme for potential roll out from August 2026.

### **Communications and relationship management**

1. Lead on the development of effective partnerships with libraries, schools and other educational organisations so that the programme achieves its maximum potential in its work with young people.
2. Manage the delivery of programme communications with participants and publishers, to ensure they have the information required for their events.
3. In collaboration with the Director of Communities and Equalities and the Development team monitor and evaluate programmes; disseminate findings internally and externally where appropriate.
4. Represent the Book Festival at external meetings, network events and conferences.

### **Operations and delivery**

1. Create and monitor budgets in collaboration with Director of Communities and Equalities.

2. Monitor delivery of projects against schedules and key milestones, advising of any anticipated additional resource requirements in good time.
3. Work with the rest of the Programme Team to maintain the programme database, inputting accurate data on a regular basis.
4. Work closely with the Development Team to identify opportunities for funding and to assist in writing applications for such funding.
5. Attend and contribute to regular full team and programming team meetings and planning days.
6. Deliver on any other tasks as assigned by Director of Communities and Equalities

### Knowledge and experience needed for this role:

- Extensive and high level administrative and project management experience.
- Experience of event production, management and delivery.
- Experience in facilitating creative workshops and public speaking.
- Experience of working with a diverse range of participants including children, young people and people with multiple learning disabilities.
- Experience in recruiting and managing temporary staff members.
- The ability to develop and maintain diverse relationships and creative partnerships.
- Management of multiple and often competing priorities and working to tight deadlines whilst maintaining the highest standards of delivery.
- Managing budgets and contributing to funding applications.
- Knowledge of the Scottish Curriculum for Excellence.
- Computer literacy (including Microsoft Office, Teams, Zoom and databases) and the aptitude to quickly learn new systems.
- Excellent organisation, planning and prioritising skills, with the ability to work quickly, accurately and consistently.

- The ability and confidence to welcome and host authors and guests on site at the Book Festival.
- Knowledge of current child protection policy and law

## Personal attributes

- A commitment to equity, diversity, inclusion and access.
- A proactive and positive approach to work, and demonstrating resilience under pressure.
- The confidence to ask for assistance and support when necessary.
- Comfortable working flexibly, independently and collaboratively and as an effective team member.
- Communicates honestly, openly and consistently.
- Pays the utmost attention to detail but understands the bigger picture.

## Staff Welfare

The Book Festival has developed an open and active staff welfare culture and is committed to making everyone feel safe, welcome, and included. An Employee Assistance Package is available which offers a variety of levels of counselling, one-to-one personal support, and resilience tools, along with personal, legal, and financial advice and family support. Six of our staff have chosen to be trained in First Aid for Mental Health, ensuring awareness of staff wellbeing is embedded in our culture. We have a Safer Spaces Policy, which actively promotes a culture where everyone's experience (staff, artists, associates, and visitors) is valued and no one is made to feel unsafe or excluded. We continue to reflect and consult with our team.

## Terms and conditions

The post is based at our offices 121 George Street, Edinburgh and at the Festival site in Edinburgh Futures Institute during August. Normal hours of work are 9:30-5:30, Monday to Friday out with Festival time, with additional hours required at peak times of year and during the Festival itself when staff should expect to work 6-7 days a week. Flexible/hybrid working is possible outwith August. Time off in lieu will be given for weekend days worked outside normal working hours.



Employees receive 28 days of paid holiday per annum, consisting of an allowance of 22 days and 6 public holidays across Easter and New Year. There is a discretionary shutdown of the office over Christmas in addition to annual leave.

The salary for this position will be between £31,000-34,000 per annum, dependent on experience. It will be paid on the 28th of each month in arrears by bank transfer. The Book Festival will pay a contribution of 3% of salary into our approved, auto-enrolment pension scheme. Employees may make voluntary additional contributions through payroll.

We are committed to making the Book Festival as accessible as possible to staff, supporters, customers, and participants. If you have any specific access requirements or concerns, please let us know and we will do our best to meet your needs.

## Equal opportunities

The Edinburgh International Book Festival is an equal opportunities employer, an Investor in People, and a Real Living Wage employer. Our work is framed by a commitment to Equality, Diversity, and Inclusion.

The Creative Learning Manager must be a member of the Protecting Vulnerable Groups Scheme Scotland. If you aren't already, then we can help you apply.

The Book Festival is a working environment where everyone is treated fairly, and our differences are celebrated as strengths. We actively encourage applicants with diverse backgrounds and experiences to apply.

If you have any specific access requirements, please let us know and we will do our best to meet your needs.

## How to apply

Please complete the online application using the links on our website

<https://www.edbookfest.co.uk/about-us/jobs>

Please ensure you upload a copy of your current CV and an application letter. Your letter should outline your suitability for the post and why you wish to work at the Book Festival. You may include any other information to support your application.

If the job description doesn't answer your questions, please contact Noëlle Cobden, Director of Communities and Equalities, on [noelle.cobden@edbookfest.co.uk](mailto:noelle.cobden@edbookfest.co.uk) or call on 0131 718 5660.

Closing date for applications: **Wed 11 June 2025, 12noon**

Interviews: **Tues 17 June 2025.**

Interviews will be held at the Book Festival offices at 121 George Street, Edinburgh, EH2  
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Edinburgh and is a company limited by guarantee (SC079939) with charitable status  
(SC010120).*