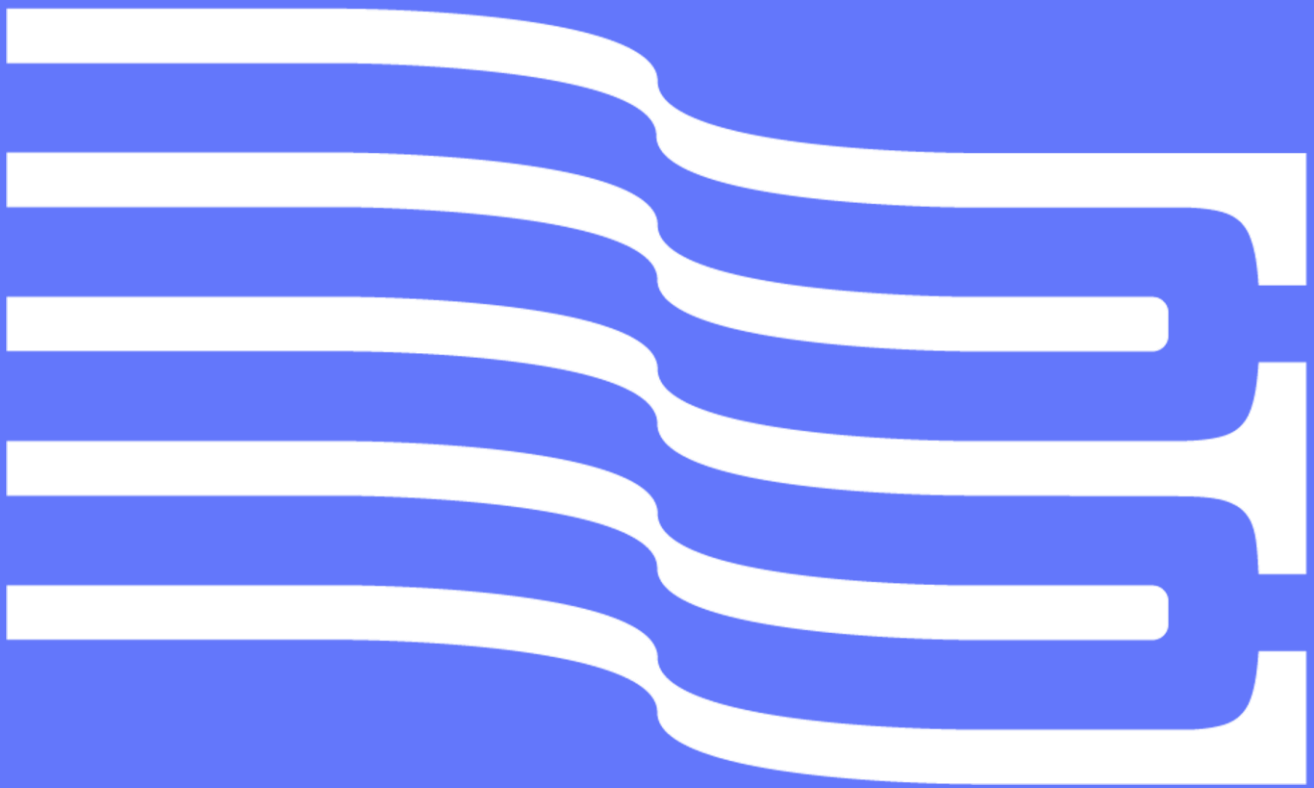




Edinburgh
International
Book Festival



Development
Assistant

Development Assistant: Job Description

Contract

Full-time, permanent

Salary

£25,100

Key dates

Schools Programme launch: April 2024

August Programme launch: Various dates in June 2024

August Festival: 10 - 25 August 2024

A programme of events and activities takes place throughout the year; key dates are determined by our Communities Programme strategy and will vary each year.

Background

The Edinburgh International Book Festival brings leading and emerging Scottish, UK, and international authors and thinkers together to inspire each other and audiences through an extensive programme of public events, including conversation, interactive activities, and performance. The Book Festival takes place in person in Edinburgh but has a significant digital offering to reach authors and audiences around the world.

The Book Festival has a reputation as a powerful forum for the public to exchange views with writers and experts on a wide range of issues: social, ethical, and political as well as literary and cultural. At the heart of the Book Festival's activity is an integrated approach to creative learning and education, with the aim of expanding participation in democratic discussion, fostering a love of reading and developing engaged, knowledgeable audiences of all ages and backgrounds.

The Children's Programme - comprising author events, activities, and workshops - is produced for young audiences of all ages, from babies to teenagers. In addition, an extensive Schools' Programme is created for primary and secondary pupils, as well as

teachers, with thousands of school children attending each year. All tickets to schools' events are free, and each child goes home with a free book.

Through our Communities Programme we bring local people and organisations from across Scotland together with professional writers and artists to have big conversations, unearth new stories and provide a space for everyone's voice to be heard. As an organisation of local, national, and international reach, we shine a light on underrepresented communities, supporting them to develop their voices through cultural activity.

The team

The Book Festival has a permanent staff of 20 throughout the year, expanding over the spring and summer to a peak of around 150 staff during the Festival. All staff members are encouraged to 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 Development team is made up of six key roles: Development Director, Sponsorship & Partnerships Manager, Sponsorship & Partnerships Officer, Individual Giving Manager, Individual Giving Officer, and Development Assistant. The team is currently responsible for raising approximately two-thirds of the organisation's income and plays an integral role in ensuring the Book Festival's ongoing success and ability to meet its targets and goals.

The Role

The post-holder will be joining the Book Festival's high-performing and enthusiastic Development team. The team is committed to providing a supportive, enjoyable working environment, enabling team members to gain valuable experience and skills, and to making a creative contribution to the work of the Book Festival.

The Development Assistant will be responsible for supporting the operations of the Development Team. The team currently brings in over £2m of funding on an annual basis, managing relationships with c. 70 supporter organisations and c. 1,000 individual donors.

This is an exciting, busy, and varied role. It is an excellent opportunity for someone looking to develop a wide range of skills in fundraising and/or event management. The post-holder will work especially closely with the Development Director, the Sponsorship and Partnership Manager, and the Sponsorship and Partnership Officer. You will be responsible for helping to deliver truly excellent supporter care, thus safeguarding donor relationships on an ongoing basis.

In particular, you will play an integral role in coordinating the delivery of key supporter benefits and supporting a year-round programme of donor events, and in securing grants from charitable trusts and foundations. You will be a team player, helping the Development team to reach its full potential.

Key Responsibilities

On a year-round basis:

- Closely support and coordinate sponsor and supporter relationships, communications, and the delivery of benefits and requirements including hospitality, ticket allocation, branding, marketing, sampling, and presence on site. This will involve building effective relationships with internal and external teams.
- Coordination of a rolling programme of funding applications to charitable trusts and foundations.
- Coordination and delivery of the Development team's year-round programme of cultivation and stewardship events - including sourcing caterers, booking venues, and managing guest lists, and liaising with other departments. Please note this will also require attendance at events and late-night finishes from time to time.
- Researching funding sources, in response to set briefs from colleagues.
- Accurate use of Book Festival databases and systems which are used to help manage workplans.
- Management of the databases used to record key sponsor and partner benefits, for example inputting credit lines, hospitality details, and ticket requests.
- Supporting customer service delivery for Book Festival Members and Patrons, including assisting with donation processing, memberships sales and renewal processes and providing telephone cover when needed.
- Creation of tailored sponsor debrief documents post-festival.
- Note taking at all Development team meetings and with external partners.
- Coordination of the Development team's annual calendar of activity.
- Providing general administrative support for all members of the Development team.

Specific responsibilities in relation to the August festival:

- Be the main contact for the accredited hospitality caterer on site, responsible for agreeing terms and conditions, including menus, timelines, and ways of working on an annual basis.
- Coordinating venue dressing of temporary hospitality spaces which are created during the Book Festival.

- Manage venue hires and sponsor hospitality events during the Festival.
- Support the Advance Booking process for supporters of the Book Festival.

Person Specification

The successful candidate will possess the following:

Essential

- An enthusiastic personality with a flexible can-do attitude and a willingness to “muck in”.
- Excellent communication skills, written and oral.
- Exceptional organisational skills and a demonstrable ability to take initiative and work independently.
- Excellent customer service and relationship building skills.
- Excellent IT skills, working knowledge of Microsoft Office software and ability to learn new systems quickly.
- High standards of attention to detail while working under pressure.
- Ability to work collaboratively across the team, balancing multiple priorities.
- Keen interest in learning new skills.
- A willingness to carry out physical duties during the festival.

Desirable

- An interest in using design packages would be beneficial.
- Previous experience of working in an arts, events, or festival environment.
- Experience of working with databases.

Personal attributes

- A commitment to equality, inclusivity, and diversity.
- A proactive and positive approach to work.
- The confidence to ask for assistance and support when necessary.
- Able to work flexibly, independently, and collaboratively and as an effective team member.
- The ability to communicate 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. Members of staff have chosen to be trained in First Aid for Mental Health, ensuring awareness of staff well-being 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.

Terms and conditions

The Book Festival team work out of our offices at 121 George Street, Edinburgh. The 2024 festival will be held at the Edinburgh Futures Institute.

The Book Festival has a flexible working arrangement, allowing team members to work at the office (for a minimum three days a week) and at home. It is important that at least two of the Development Assistant's days in the office align with the rest of the Development Team, in particular with the Sponsorship & Partnerships Manager, the Development Director, and the Sponsorship & Partnerships Officer.

Regular office hours are 9:30-17:30 Monday-Friday outwith of festival time, with additional hours required at peak times of the year.

During the Festival, staff are expected to work up to 6 days a week with increased hours, and Time Off In Lieu (TOIL) will be given for weekend days worked.

Book Festival employees receive 34 days of paid holiday leave per year, consisting of an allowance of 28 days with an additional 6 public holidays across Easter and New Year. There is a two-week shutdown over Christmas which uses 6 days of the annual leave allowance.

Unless otherwise stated, all staff are subject to a three-month probationary period and performance review towards the end of their first Festival cycle.

The salary for this position will be £25,100. It will be paid on the 28th of each month in arrears by bank transfer.

The Book Festival will pay a contribution of 5% of salary into our approved, auto-enrolment pension scheme and employees must make the minimum statutory contribution through payroll.

Equal opportunities

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

The Book Festival is a working environment where everyone is treated fairly, and our differences are celebrated as strengths. We 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 read the job description carefully and 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 (no more than two pages) and an application letter outlining your suitability for the role and why you wish to work at the Book Festival. You may include any other information that supports your application, and we ask that you provide two recent professional references.

If the job description doesn't answer your questions, please contact Fiona Rae, Sponsorship & Partnerships Manager, fiona.rae@edbookfest.co.uk

Closing date for applications: Friday 26 January 2024, 12 midday

Interviews: Tuesday 6 February 2024

Interviews

Interviews will be held at the Book Festival offices at 121 George Street, Edinburgh, EH2 4YN (for local candidates) or on Zoom if preferred.

The Edinburgh International Book Festival Ltd has its registered office at 121 George St Edinburgh and is a company limited by guarantee (SC079939) with charitable status (SC010120).