



Booktrust is an independent UK-wide charity dedicated to encouraging people of all ages and cultures to enjoy books.

Booktime Logistics and Website Coordinator

£25,533pa (pay award pending)

We are looking for someone to coordinate the information, logistics and aftercare of the programme via a customer relationship management system, as well as maintaining the website.

The role will involve managing a budget, and project management responsibilities, as well as communicating the aims and successes of the programme internally and externally.

To be successful in this role, you must have good project management skills, as well as experience of coordinating projects and logistics. You will also have the ability to analyse data, excellent IT skills and experience of writing and editing copy and images, within a similar sector.

If you are interested in applying for this position, please visit our website www.booktrust.org.uk for full job details and how to apply.

Closing date: 10am, 15 March 2010

Booktrust is an equal opportunities employer