**Job profile**

*Job title:* **Book Fair Manager**

*Job goal:* To oversee the Book Fair Takeover team in planning, promoting and running the Book Fair to ensure the greatest success for your school

*Positions available:* Two [Change this to meet the needs of your school]

*Key responsibilities:*

* Set up a brainstorm meeting with the volunteer team to share ideas and agree the plan and goals for the Book Fair
* Assign tasks to others and ensure that they are completed on time at regular meetings
* Create a rota so that all volunteers know when they are needed to help at the Book Fair
* Offer support to other volunteers if needed and listen to their thoughts about the project and their roles
* Co-ordinate your entry to the Book Fair Takeover competition by keeping track of your team’s best moments organising the Book Fair

*Skills and qualities required:*

* Strong organisational abilities
* Excellent communication skills
* Works well within a team
* Comfortable being a leader