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**Job Description**

**Early Years Training & Development Manager**

**Full-time:** 35 hours a week

**Reporting to:** Head of Early Years

**Salary:** Grade 5: £28,500 - £34,000

**Job Summary**

The Early Years (EY) Training & Development Manager leads on the strategic development of Scottish Book Trust’s Early Years national training programme. The role contributes to the overall aim of promoting early book-sharing, stories, songs and rhymes, to help all children in Scotland lead happier, healthier and safer lives.

The post holder works closely with the Head of Early Years, and other Managers within the EY team to ensure the training programme supports the strategic development of the EY programme.

The post holder will lead a team of 5 staff who coordinate and deliver Early Years Training.

**Key Responsibilities**

* Lead on the strategic development of Scottish Book Trust’s national Early Years training programme including tailored training plans for each Local Authority
* Contribute to the strategic development of the Early Years programme and assist the Head of Early Years as required
* Plan and develop an enhanced commercial training programme to complement the existing Scottish Government funded training programme
* Oversee the EY Trainers in their development and delivery of training, and support specific training delivery, where appropriate.
* Develop new training courses to meet the needs of stakeholders based on feedback from the Community Engagement Team, EY Trainers and other stakeholders.
* Develop and implement activities and/or resources to support Bookbug trainees (specialist webinars, online resources, etc.)
* Be the Child Protection lead for the EY team, supported by Scottish Book Trust’s Designated Child Protection Officer. Ensuring people representing our programme adhere to our best practice advice to ensure our activities are carried out in a way that protects children.
* Apply learning from EY policy and research (via expert panel) to design and develop new training models, ensuring all training modules are up-to-date and relevant and are delivered effectively through a variety of methods (e.g. face to face sessions, webinars, online modular courses).
* Liaise with the Training Manager to oversee the scoping and development of a Learning Management System.
* Prepare analytics and evaluation from training and use this to identify improvements and provide impact stories.
* Manage and monitor the Training budget.
* To line manage the Early Years Training team to ensure effective delivery of the programme and also support their professional development.
* Prepare internal and external reports on training achievements.
* Disseminate training updates and knowledge to the rest of the EY team at regular Team meetings.
* Attend conferences, network meetings and events as an ambassador for Scottish Book Trust.

**Person specification**

Skills and experience:

* A degree in Child Development, or similar qualification, or significant professional experience in the Early Years field
* Knowledge of current early years policy and practice in Scotland and current research in the fields of early years and child development
* Significant experience of developing and delivering training courses for an adult audience
* Highly motivated, organised and efficient; able to manage, prioritise and delegate a large and varied workload
* Significant experience of managing complex large-scale projects
* Knowledge and understanding of Learning Management systems
* Knowledge and understanding of evaluation methods and data analysis
* Excellent written communication and confident presentation skills
* Good people skills including the ability to work collaboratively with others and develop and motivate staff and freelancers
* Ability to act as an ambassador for SBT’s work both within the sector and more widely with the general public
* Good IT skills, including competence in Microsoft Powerpoint, Excel, Word, E-mail and Internet browsers
* A passion for books and extensive knowledge of children’s picture books

**Location**

The post is based at Scottish Book Trust offices in Edinburgh – the role will be working remotely during current restrictions. A phased return to office working is planned with potential for future hybrid working.

The post-holder must be prepared to undertake travel across Scotland, from time to time travel elsewhere in the UK, and infrequently abroad to conferences and similar, including occasional overnight stays.