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**Recruitment Information Form**

**Please complete the form below and return it together with the Job Description to the Office Manager.**

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| Job Title: | Website Manager |
| Salary grade and range:  **(Check salary grade is up to date)** | Grade 4 (£26,000 – £28,499) |
| Hours/days per week: | 35 hours |
| Permanent or fixed term contract *(specify length of contract)* | Permanent |
| Lead recruiter: | Samantha MacKinnon |
| Recruitment approved by (LM of above): | Sarah Bailey |
| Identify Salaries Budget |  |
| Identify Equipment Budget |  |
| Shortlisting panel members: | Samantha MacKinnon, Sarah Bailey |
| Interview panel members: | Samantha MacKinnon, Sarah Bailey |
| Date you need the advert(s) to go live: | 22/11/21 |
| Closing Date and time: | 03/12/21 at 9am |
| Shortlisting date: | 07/12/21 |
| Interview Date: | 14/12/21 |
| Indicate **Yes** where you would like to  advertise the post: | * SBT website: **Yes** * Creative Scotland Website: **Yes** * Goodmoves Website: **Yes** * Other: |
| Short Text for Advert on Creative Scotland website– ***no longer 200 Characters (including spaces)****.* | **Unless otherwise advised, this section will begin with the following sentence:**  Do you want to help us transform lives through reading and writing? We’re looking for someone passionate about digital to support the ongoing development of our websites and other online activity. |
| **Longer text for the advert:**  **background Information/Job Context** :  *e.g. about SBT, the Team, current programmes/projects/funding* ***(as appropriate)*** | Scottish Book Trust is a national charity that believes books, reading and writing have the power to change lives. A love of reading inspires creativity, improves employment opportunities, mental health and wellbeing and is one of the most effective ways to help break the poverty cycle. We work towards a Scotland where everyone has an equal opportunity to thrive through literacy.  The Website Manager sits within the Digital team and is responsible for the development and maintenance of Scottish Book Trust’s websites. The post leads on the design, development, delivery and measurement of website projects.  The role combines project management with a high degree of technical and specialist knowledge and oversees the web elements of the organisation’s digital roadmap.  The Digital team sits within Marketing and this post works with all teams across the organisation, delivering web requirements to ensure the continued impact of Scottish Book Trust’s programmes and activities. |
| Does the role require Disclosure Scotland basic or PVG? | Yes |
| Does the role require a driving licence? | **Tick as appropriate**  No |
| Any other specific requirements needed to apply | e.g. travel requirements for the role are noted on the JD but please note here any other factors to be included in the advert. |
| In addition, the following sections will be added by Ops to all adverts:  **Job Description**  **Applicants Privacy Notice**  **Equal Opportunities Statement**  **How to Apply** **and** **SBT Contact Details** |  |
| **For HR Info only:**  (applicants sometimes ask in advance for this information before applying)  If a fulltime role, could it be worked part-time or flexibly?  e.g. is some homeworking an option? | **Tick as appropriate**  Not part-time but can discuss flexible days/hours  Homeworking fine but not full-time |