**Job Description**

**Freelance Early Years Trainers**

**Fees:**

£200 full day in-person training session (includes travel and preparation time)

£100 half day online training session

Fuel or public transport costs to training venues will be reimbursed.

**Hours/Days:** Between 0.5 day and 4 days per week depending on training location need and trainer availability.

Training sessions are:

6 hours training, plus travel and preparation/set-up time for in-person training

3.5 hours training, preparation/set-up time for online sessions.

**Job Summary**

As an Early Years Freelance Trainer, you will deliver Bookbug Session Leader training for Bookbug practitioners from a broad range of sectors and partner agencies. These include libraries, early education, the NHS and third sector organisations. The training covers a range of topics to support professionals to engage families with the benefits of sharing stories, songs and rhymes.

You will work closely with other trainers, administrators and managers in the Early Years Training and Development Team to deliver an effective training programme.

**Key Responsibilities**

* Deliver Bookbug Session Leader training in-person and online
* Provide support and follow-up for delegates who have recently attended Bookbug training as needed
* Report on progress towards outcomes using evidence of impact and good practice (e.g. regular reflection)
* Attend induction and training to ensure skills and knowledge are up to date
* Adhere to Early Years Training & Development Team quality assurance processes
* Work closely and collaboratively across the Early Years team and particularly with the Community Engagement Team to ensure effective delivery of the Bookbug programme’s key messages

**Knowledge, skills and experience**

* Proven record of delivering effective training to professionals and volunteers. (Experience in a range of sectors beneficial)
* Knowledge and experience of adult learning theories
* Able to motivate, inspire and enthuse adults to facilitate stories, songs and rhyme activities with families
* Knowledge and experience of child development (including language, communication and relationships)
* Competent singing ability
* Exceptional organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines
* Excellent written and oral communication skills
* Ability to work professionally with a diverse range of stakeholders
* Confident in use of IT, including Microsoft Office and video conferencing software
* Ability to work independently and collaboratively as part of the Early Years and wider Scottish Book Trust team
* A full, clean UK driving licence and access to a vehicle insured for business use is a requirement.

**Other information**

The role is home-based, working remotely from the Scottish Book Trust Edinburgh Office and involves travel throughout Scotland. Where possible will try to match training location to near trainers’ home locations. Remote meetings via telephone or Zoom will be used to keep in touch at other times. Occasional evening and weekend work will be required.

Please note that the training Scottish Book Trust delivers is for adults who work with children and families, and the trainer role does not involve direct work with children.

Appointment to the post will be conditional upon securing satisfactory references and PVG checks from Disclosure Scotland.