



# Website Manager Recruitment Pack

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**scottishbooktrust.com**



Scottish Book Trust is a registered company (SC184248)  
and a Scottish charity (SC027669).

## Contents

About Scottish Book Trust .....	3
Our Values.....	4
Our People .....	5
About the role .....	6
Benefits.....	7
How to apply .....	9

## About Scottish Book Trust

Scottish Book Trust believes that reading and writing for pleasure has the power to transform lives, from supporting mental health and wellbeing to breaking the poverty cycle, improving employability and inspiring creativity.

As Scotland's only national reading charity, our mission is to ensure people living in Scotland have equal access to books and, every year, we deliver our world-class programmes and annual awards to well over two million people. From introducing books and storytelling to pre-school children to inspiring and empowering adult readers and writers, we believe it's never too early – or too late – to begin a magical journey with words.

We deliver our programmes in every local authority area in Scotland, and we work with partners ranging from small community groups to the Scottish Government. Our book-gifting programmes through Bookbug and Read, Write, Count reach over 310,000 children across Scotland every year.

You'll find us in schools, and libraries and at community events. You'll find us in towns, and cities and in isolated, rural communities. And you'll find us bringing books to life for children in care, families living in challenging circumstances and people in prison. In short, you'll find us wherever we're needed most.

### Our programmes include:

[Bookbug](#)

[Book Week Scotland](#)

[Reading Schools](#)

[Writing and authors programmes](#)



## **Our values**

We're looking for people who share these values that apply to everything we do:

### **Creative**

We welcome innovation and experiment with new approaches. Our staff contribute and test out ideas and we encourage this approach in our partners.

### **Bold**

We tackle challenging issues, set high standards and ask difficult questions of ourselves and of others. We create a culture of openness and ambition within our organisation.

### **Collaborative**

Our partnerships are one of our most valuable assets. Successful collaboration is fundamental to our achievements, our development and our impact.

### **Nurturing**

We treat everyone with respect and value diversity and individuality. We are committed to fulfilling potential and developing talent.

## Our people

We currently employ over 70 staff across:

- Four programme teams supporting Early Years, School Communities, Reading Communities and Writing Communities
- Our Marketing department that includes fundraising, social media, design and digital functions
- Our Finance and Operations department that includes Finance, HR, Commercial development and Building management functions.

You can find out more [about our team](#) on our website.

We have staff working for us across Scotland. We support flexible working with 16 part-time staff and 18 staff working compressed hours. Whilst we encourage staff to spend time in our office in central Edinburgh to collaborate and share ideas, we also support hybrid working. On average, most staff spend one to two days per week in the office. We are responsive to the needs of our staff and ensure accessibility is embedded in the materials we create. We provide our staff with tailored learning and development opportunities to support them to do their best work.

We want to support all communities across Scotland, with particular focus on those who are vulnerable, under-represented and who need it most. We are an organisation where equality, diversity and inclusion are embedded in all we do, and we would like to improve diversity within our leadership.

We believe that staff with different backgrounds and experience are more likely to encourage debate and to make better decisions. We are looking for people who will be passionate supporters of our mission, whose lived experience can help shape the impact of our programmes and improve how we engage with our beneficiaries.

## About the role

This is an excellent opportunity for you to support Scottish Book Trust as our Website Manager, reporting to the Head of Digital.

The post supports the Head of Digital by leading on the design, development, delivery and measurement of Scottish Book Trust's websites including [scottishbooktrust.com](http://scottishbooktrust.com), [readingschools.scot](http://readingschools.scot) and other programme and internal sites.

You will combine project management skills with expertise in areas including accessibility, content strategy, search engine optimisation (SEO) and analytics. The role oversees the web elements of the organisation's digital roadmap and ensures projects are prioritised and delivered efficiently.

The Digital team sits within our Marketing department and the role will work closely with other team members including the Digital Officer, CRM Manager and Digital Marketing Manager. The post works with all teams across the organisation, helping staff to identify, scope and deliver website projects to ensure the continued impact of Scottish Book Trust's programmes and activities.

## Key responsibilities

- Managing the day-to-day running of our websites including prioritising maintenance tasks alongside managing larger projects
- Providing support to the Head of Digital for larger-scale developments and projects
- Managing relationships with our web agencies and consultants and ensuring work is delivered on time and within budget
- Managing web maintenance contracts and budgets
- Developing an excellent understanding of web requirements across the organisation and using your digital expertise to suggest new ideas and approaches
- Ensuring our websites and content meet accessibility regulations
- Supporting web activities including online events, training, programmes launches and fundraising campaigns
- Implementing and maintaining an effective SEO strategy for the organisation
- Continuing to develop and improve our web and content strategies

- Leading on website analytics and data reporting, including providing regular reports and maintaining team analytics dashboards
- Working closely with the CRM team to maintain website integrations and identify new opportunities to improve processes and communications
- Supporting the Digital Officer with tasks including content development, accessibility testing and managing website requests

We are looking for people who have:

- Significant professional experience managing website development projects including working with external suppliers and budget management.
- Knowledge and understanding of user experience in shaping development and solution design
- Experience of managing and implementing content strategies, with the ability to write and edit creative and effective web copy
- Knowledge of search engine optimisation
- Significant experience working with content management systems (CMS)
- Knowledge of HTML/CSS and web infrastructure
- Understanding of accessibility and data protection regulations
- Excellent communication and influencing skills
- Methodical, analytical and accurate, with excellent attention to detail
- A proactive and creative approach to problem-solving and solution finding
- Enthusiasm for and understanding of the aims and values of Scottish Book Trust and awareness of the wider arts/educational charity sector

We encourage you to apply even if you don't meet all the requirements. If you want to discuss the role prior to applying, please email [recruitment@scottishbooktrust.com](mailto:recruitment@scottishbooktrust.com)

We will work with the successful candidate to put a development plan in place to ensure training needs are met.

Appointment to the post is conditional on securing basic clearance from Disclosure Scotland.

## **Benefits**

### Location

The person location is blended between our Edinburgh Office and home. The office is in Edinburgh City Centre, with great access by train, bus, and tram.

### Salary

Grade 4, Salary Band £28,350 – £30,999

### Hours of work

Full time: 35 hours per week.

### Contract type

Permanent.

### Holidays

Scottish Book Trust's holiday year runs from 1 January to 31 December of each year. The basic annual holiday and statutory leave entitlement for a full-time post is 37 days per annum including public and bank holidays which staff may be asked to work and for which they will be paid at the usual rates. The office closes between Christmas and New Year for which holidays must be taken from the annual allowance. Holiday entitlement accrues during the first year of employment on a month-by-month basis and staff are only entitled to holidays as they accrue.

### Pension

Scottish Book Trust offers a money purchase pension scheme with a current employer contribution of 5% per annum and a minimum employee contribution of 3%. Eligible employees will be auto enrolled into this scheme but have the choice to opt out.

### Death in service and other benefits

Scottish Book Trust offers a life assurance scheme, paying a lump sum of three times employee's gross annual salary upon death whilst in employment.

Employees also have access to an assistance programme and a Bike to Work scheme.



## How to apply

To apply for this role, you must complete our [online application form on the vacancy webpage](#). Please note that we do not accept CVs. As well as telling us about your qualifications and work experience, you will be asked to complete a Personal Statement explaining how your skills and experience meet the criteria set out in the job description.

On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer. Please note that we do not contact referees until a conditional offer of employment has been made.

We welcome applications from diverse educational and cultural backgrounds. However, we are unable to offer visa sponsorship for this role. Therefore, please ensure you have the right to work in the UK before you apply for this post. We will ask you to bring proof of your eligibility to work in the UK with you to interview. Please see the UK Government website for more [information on proving your right to work](#).

We recognise our responsibility in protecting vulnerable groups. Appointment will be conditional on securing basic clearance from Disclosure Scotland.

For any additional information please email [recruitment@scottishbooktrust.com](mailto:recruitment@scottishbooktrust.com)