



Trustee Recruitment Pack

May 2023

scottishbooktrust.com



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

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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

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.

Governance structure

The charity is a company limited by guarantee and is a registered Scottish charity (SC027669). The charity is governed by the Board of Trustees, who are also the directors for the purpose of company law.

Our existing trustees support the needs of the charity with their skills and experience in the fields of finance, education, literature, marketing, strategic planning and leadership. Our trustees are volunteers, so they're not paid for their time, but are reimbursed for any expenses, such as travel to meetings or events.

About our trustees

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 Board trustees 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 also improve how we engage with our beneficiaries.

Support for new trustees

We offer a package of support for new trustees that will include:

- Training in the duties and responsibilities of trustees
- Mentoring and support from other trustees, if needed
- Opportunities to spend time with our programme staff to understand our work
- Opportunities to support our staff or programme activity in specific areas of interest.

Board meeting schedule

The Board meets four times a year – in March, June, September and November. Two meetings are online and two in our central Edinburgh office.

The Finance committee meets four times per year online, in advance of the Board meeting, to oversee the financial management of the charity.

The Fundraising committee also meets four times per year online, in advance of the Board meeting, to review progress of our fundraising strategy.

The Board skills matrix is reviewed annually against the needs of the organisation and appropriate steps are taken to address any identified gaps.

Annual appraisals are carried out for individual Board members and a collective Board appraisal is also conducted with appropriate follow-up actions.

Duties of trustees

Charity trustees are the people in overall control and management of a charity. They are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They must account for its activities and outcomes by:

- Setting and maintaining the vision, mission and values of the organisation
- Developing direction, strategy and planning
- Ensuring that the company complies with its charitable purpose as laid out in the governing documents
- Ensuring the organisation has the structure and resources for its work
- Establishing policies and procedures to govern organisational activity, including guidance for the Board and staff
- Establishing systems for reporting and monitoring
- Managing risk and ensure compliance and accountability with the governing document, external regulators and the law
- Making certain that the financial affairs of the organisation are conducted properly and are accurately reported.

Marc Lambert, Chief Executive (CEO), is appointed by the trustees to manage the day-to-day operations of the charity.

Skills and experience

We are seeking up to three trustees so not all attributes are necessary for each individual.

- Experience of strategic and creative thinking
- An understanding of equal opportunities, diversity and inclusion issues
- Experience of working effectively as part of a committee or project group
- Advocacy experience
- An understanding of the culture and/or education sector
- Financial and commercial acumen
- Experience of risk management

We are particularly interested in candidates who have experience of:

- working for or in partnership with local authorities
- the social and educational effects of poverty
- fundraising and building a donor base
- financial planning and oversight
- working for or in partnership with the Scottish Government.

How to apply

Applicants are invited to apply with a CV and a brief letter outlining their interest in the charity and how they would contribute to the organisation.

Applications should be sent to recruitment@scottishbooktrust.com by 5th June 2023.

Candidates selected will be invited to interview with the Chair, Trustees and Senior Management Team in June.