



Early Years Training & Development Manager Recruitment Pack

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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](#)



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 20% of staff working part-time and 25% of staff working compressed hours. Whilst we encourage staff to spend time in our office in central Edinburgh to collaborate and share ideas, we also utilise 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

Are you a highly experienced training manager and strategic thinker? Do you have experience of delivering large scale projects to time and on budget? Do you have knowledge and experience of Early Year's practice and developing training? If so, we would love to hear from you.

This is an excellent opportunity for you to support Scottish Book Trust and our Bookbug programme. The Early Years (EY) Training and Development Team provides a comprehensive range of training for practitioners across Scotland, supporting them to gift Bookbug bags, lead Bookbug Sessions and deliver targeted outreach work to families. This role contributes to our overall aim of promoting early book-sharing, stories, songs and rhymes, to help all children in Scotland lead happier, healthier and safer lives.

You will be responsible for the strategic planning and delivery of over 100 training events every year (online and face to face). You will oversee the design and quality assurance of our training programmes and ensure alignment with key national priorities for early years development. You will report to the Head of Early Years and will be responsible for a small team who deliver the training programme and work closely with colleagues across the organisation to support the wider strategic aims of our organisation.

You can find out more about Scottish Book Trust and our Bookbug programme here

[About Scottish Book Trust](#)

[About Bookbug](#)

Key responsibilities

- Lead on the strategic development of a national EY training programme including the Scottish Government funded training, paid-for training courses and learning materials.
- Work closely with EY Community Engagement Manager to identify annual training priorities using relevant data and ensuring alignment with national strategies.
- Apply learning from EY policy, research, and programme evaluations 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).

- Oversee the quality assurance of EY Trainers in their development and delivery of training, and support specific training delivery, where appropriate.
- Oversee and input to development of new training courses, online modules and projects when required to meet the needs of stakeholders.
- Oversee creation of resources to improve and upskill Bookbug practitioners in collaboration with Community Engagement team.
- Review programme evaluations and use this to identify improvements to training courses.
- Line management responsibility for a small team to ensure effective programme delivery.
- Disseminate training updates and knowledge to the rest of the EY team at regular Team meetings.
- Prepare internal and external reports on training achievements.
- Attend conferences, network meetings and events as an ambassador for Scottish Book Trust.
- Contribute to the strategic development of the Early Years programme and assist the Head of Early Years as required.
- Collaborate closely with other SBT teams and Senior Management to contribute and support delivery of the long-term training strategy for the organisation.

We are looking for people who have:

- Significant experience of project planning, co-ordination, and management (including budgets) for national high-profile projects.
- A degree in Child Development, or similar qualification, or significant professional experience in the Early Years field.
- Significant experience of developing and delivering training courses for an adult audience.
- Exceptional organisational and time management skills with an ability to work with multiple priorities to achieve deadlines and outputs.
- Knowledge of current early years policy in Scotland and current research in the fields of early years and child development.

- Knowledge and understanding of evaluation methods and data analysis.
- Excellent written and oral communication skills and confident presentation skills.
- Experience of managing and motivating staff, leading achievement of objectives and excellent team working, in line with Scottish Book Trust's values.
- A passion for books and extensive knowledge of children's picture books.
- Ability to act as an ambassador for SBT's work both within the sector and more widely with the public.
- Excellent IT and digital skills, including with video conferencing software and MS Office.

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

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

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 5, Salary Band £31,000 – £36,999

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