



Early Years Training Delivery 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 Trust3

Our values4

Our people5

About the role6

Benefits8

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](#)



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 efficient project manager and a forward planner? Do you have excellent organisation and time management skills? Are you confident with technology and providing technical support? 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.

The EY Training Delivery Manager project manages a busy schedule of in-person and online training dates and webinars (more than 100 events per year), which is delivered by our team of trainers. You will be managed by the EY Training and Development Manager and will work with them to maximise the reach and improve the efficiency and effectiveness of our training.

You can find out more about Scottish Book Trust and our Bookbug programme here [About Scottish Book Trust](#)
[About Bookbug](#)

Key responsibilities

- Project manage training schedule and delivery of training including predicting demand, our capacity for delivery, risk assessments and monitoring the effectiveness of our offering.
- Identify potential improvements to training offering from analytics and evaluations.
- Preparing and monitoring the training delivery budget.
- Responsible for sourcing, ordering and distribution of training resource kits including identifying sustainable options, undertaking competitive procurement & maintaining appropriate stock levels.
- Work with EY Training and Development Manager to support evaluation of the programme and prepare reports for funders.

- Line manages the Early Years Training Administrators.
- Work closely with EY Training & Development manager and EY Community Engagement team to strategically plan an annual programme of training using appropriate data to inform decision making.
- Oversee the EY Training Administrator to plan training dates and allocate work to trainers.
- Oversee promotion of training and webinars to external audiences working with EY colleagues and Marketing.
- Oversee communications with trainees and application processes.
- Point of contact for any freelance trainers.
- Continually review efficiency of team administration processes and assist with implementing improvements.
- Work with EY Project Manager to integrate the learning management system into training delivery and support development/scoping of online learning modules.
- Work with EY Marketing and Events Manager, and Commercial Manager to schedule paid for webinars and paid for training and oversee technical support.
- Assist the EY Training and Development Manager to engage with external stakeholders and partners to further the development of the Bookbug training programme.
- Support EY Training and Development Manager with development of trainee support activities (e.g. webinars).
- Represent EY team in Scottish Book Trust's cross-team Working Groups and disseminate relevant information back to wider EY team as appropriate.
- Represent the wider Bookbug programme as appropriate, at conferences, network meetings and events.
- Deputise for the EY Training and Development Manager as required.

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 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