



Reading is Caring Trainer 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 trainer? We are looking for someone with a caring, supportive approach to deliver training for our Reading is Caring programme. We would love to hear from you.

This is an excellent opportunity for you to support Scottish Book Trust and our Reading is Caring programme. This programme offers an established, free course delivered by members of Scottish Book Trust's Reading Communities team. It provides guidance to social care professionals and family/ friends who provide care, supporting them to create personalised, shared reading experiences specifically designed for individuals who are living with dementia.

Scottish Book Trust believes that personalised shared reading is a tool which can help the person with dementia and their carer to maintain their relationship, help the carer to find ways to join their loved one on their unique dementia journey; and, through specifically personalised, tailored shared reading techniques, find some respite from the stress that can be caused by their caring responsibilities.

The Reading is Caring Trainer will deliver a range of Reading is Caring training workshops online and in person to individuals and small groups of people who are caring for those living with dementia. The trainer will assist with ongoing development of the training programme and accompanying support activities and will help inform the marketing of the training to both family care partners and social care professionals.

You can find out more about Scottish Book Trust and our Reading is Caring programme [here](#)

[About Scottish Book Trust](#)

[About Reading is Caring](#)

Key responsibilities

- Deliver the Reading is Caring training using a variety of methods including face-to-face and online workshops
- Support the Reading is Caring Co-ordinator to ensure all joining instructions are provided in a timely manner prior to training

- Provide follow up support for people who have recently attended workshops
- Support the Reading is Caring Manager to implement on-going programme development e.g. developing new supporting materials
- Report on progress towards outcomes using evidence of impact and good practice (e.g. regular reflection)
- Work with an independent evaluator and the Reading is Caring Co-ordinator to ensure all monitoring forms and evaluation surveys are completed
- Attend training to ensure skills and knowledge are up to date
- Adhere to the Reading is Caring programme's safeguarding and quality assurance processes
- Ensure that adjustments and approaches to ensure accessibility, equality, inclusion and diversity for the programme are continually reviewed
- Support the Reading is Caring Manager with other tasks, as required, to achieve the aims of the programme
- Represent Scottish Book Trust at external events and conferences to advocate for the Reading is Caring

We are looking for people who have:

- A proven record of delivering effective training to social care professionals and family carers. (Experience in a range of sectors beneficial)
- Knowledge and experience of adult learning theories
- Knowledge and insight into dementia care and best practice
- A caring, supportive, and enabling approach to training delivery
- 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 online training software

- Ability to work independently and collaboratively as part of the Reading is Caring programme team, Reading Communities team and wider Scottish Book Trust team
- Passionate about books, reading, writing and their potential to impact on people's lives

Please note that the role does not involve direct work with those living with dementia, except in very occasional circumstances.

This role will require travel across Scotland, from time to time. A full, clean UK driving licence and access to a vehicle insured for business use is required.

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 3, Salary Band £23,000 - £28,349

Hours of work

Part time, 17.5 hours

Contract type

Fixed Term, 12 months

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 a suitable Enhanced Disclosure basic from Disclosure Scotland.

For any additional information please email recruitment@scottishbooktrust.com