



School Communities Manager (Training & Development) 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 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 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

Do you want to help us transform lives through reading and writing? If so, we would love to hear from you. We're looking for a dynamic leader, with a background in education, to lead the development of our School Communities training programme.

This is an excellent opportunity for you to support Scottish Book Trust and our range of programmes that inspire schools, learning professionals, children, and young people to engage with reading and writing. Key programmes include Reading Schools, Read Write Count with the First Minister and Authors Live.

You will be responsible for the development and delivery of the training that supports the impact and effectiveness of our School Communities programmes. The role leads on professional training, developing teaching resources and works closely with the other School Communities Managers to ensure integrated delivery of the programmes.

You will have people management responsibility for a small team and ensures resources across the wider School Communities Programme are complementary and effective.

You can find out more about Scottish Book Trust and our School Communities programmes [here](#):

[About Scottish Book Trust](#)

[Learning-and-resources](#)

Key responsibilities

- Lead on the strategic development, planning, and delivery of the training programme in schools including the online CLPL programme, paid-for courses and learning materials.
- Develop courses and materials that utilise the Learning Management Software and give users the best experience.
- Line management responsibility for a small team to ensure effective programme delivery.
- Work closely with the other School Communities Managers to identify areas and ways to improve current CLPL offer and develop programme resources.

- Develop and maintain strong working relationships across Scotland with relevant stakeholders, including schools, library services and other learning professionals to support the effectiveness of the training programmes.
- Support the Head of School Communities in their engagement of high profile funders and stakeholders (including the Scottish Government and Education Scotland) to collaborate effectively to deliver the School programmes.
- Remain informed of current education policy, learning theory and professional learning and teaching practice to feed into programme development and improvement.
- Apply learning from education policy, research, and programme evaluation 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).
- Reporting to the Head of School Communities, manage the Training elements of the programme budgets, including creation of monitoring reports for the Scottish Government and other funders.
- Establish and manage external consultants and expert panels, as required.
- Work closely with the Marketing Team to develop programme materials, including print resources and online content, managing internal communications and deadlines to ensure timely delivery.
- Support Research and Evaluation team to carry out research into the effectiveness and impact of the training programmes.
- Collaborate closely with other SBT teams and Senior Management to contribute and support delivery of the long-term training strategy for the organisation.
- Represent and advocate for Scottish Book Trust and the School Communities Programme, as required, at conferences, network meetings and events.

You will have:

- Significant experience of project planning, co-ordination, and management (including budgets) for national high-profile projects.
- At least 3 years' experience working in an education environment in a managerial role or professional equivalent.
- Knowledge of and interest in current education policy, literacy, and numeracy in Scotland, with a thorough understanding of local authority and school operating environment.

- Significant experience of developing and delivering training courses for an adult audience.
- Experience of managing and motivating staff, leading achievement of objectives and excellent team working, in line with Scottish Book Trust's values.
- Exceptional organisational and time management skills with an ability to work with multiple priorities to achieve deadlines and outputs.
- Ability to work across teams, promoting collaboration and taking responsibility for problem-solving and meeting deadlines and outcomes.
- Excellent written and oral communication skills including experience of managing complex relationships with high profile external stakeholders and diverse partner organisations.
- Ability to carry out desktop research, analyse and present findings.
- Ability to act as an ambassador for SBT's work both within the sector and more widely with the public.
- Confident in the use of IT, including Microsoft Office applications, and familiarity with databases and information management.
- A full, clean UK driving licence and confident, experienced driving skills are desirable.

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

35 Hours per week

We are open to a discussion about a flexible working pattern subject to the needs of the organisation.

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. Holiday entitlement for part-time posts is calculated on a pro-rata basis.

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 Employee 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