



Freelancer accreditation Officer 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 with the First Minister 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

This is an excellent opportunity for you to support Scottish Book Trust as a Freelance Accreditation Officer. The position offers flexible hours depending on the demand of schools for accreditation in 2024 and offer of availability to work within our School Communities Team.

Ideal candidates will be available to accept work from the end of April 2024 and be able to attend virtual training in the week commencing 22nd April exact timing to be confirmed but likely to be twilight session/s.

As we are looking to recruit a small pool of freelancers for the available work, applications will be assessed as they are submitted, and suitable candidates offered to attend an interview via Teams.

Scottish Book Trust reserve the right to close the vacancy notice before the closing date if we have achieved a suitable pool of freelancers, as such applicants are advised to submit their applications as soon as practicable.

Key responsibilities

- Support the accreditation process for participating schools in line with accreditation framework and respond to enquiries from schools via email regarding submission, evidence gathering and accreditation processes
- Complete accreditations for schools at each level of the programme giving specific and timeous feedback to participants when required
- Report examples of good evidence for future use as Case Studies or Advocacy to the School Communities Manager
- Report or flag any bugs or issues with the Reading Schools website to the School Communities Manager Support the work of the wider School Communities team where appropriate

You will have:

- Knowledge of the Reading Schools framework and evidence requirements
- A high level of IT literacy and competence including experience of using the Reading Schools website or similar to support programme participants
- Experience of evaluating evidence in an education environment, making professional judgements and providing feedback against set criteria
- Clear and confident communicator, both written and verbal, with experience of engaging a range of learning professionals
- Be self-driven and able to deliver the tasks and responsibilities in line with programme demands, timelines and deadlines
- Experience and knowledge of current educational policy, literacy, and numeracy in Scotland, with a thorough understanding of local authority and school operating environment.

Full training in Reading Schools evaluation criteria and how to use the website will be provided. The role will work remotely using remote login, email/telephone, Teams/Zoom (and other comms software and apps) as required.

The post may involve working with young people and vulnerable adults, therefore appointment will be conditional upon securing a PVG from Disclosure Scotland.

Benefits

Location

The person will be working remotely.

Remuneration

£18 per hour

Hours of work

Hours will be dependent on the demand from schools for accreditation in 2024 and offer of availability to work by the Freelancer.

Contract type

Freelance contract. The freelance contract will expire on 31st March 2025.

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 we are in a position to offer a Freelance agreement.

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 PVG clearance from Disclosure Scotland.

For any additional information please email recruitment@scottishbooktrust.com