



Early Years Operations Administrator 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 across our teams.

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 Operations Administrator. The position offers flexible full time working within our Early Years Team.

The Early Years team delivers Bookbug, Scotland's national book gifting programme, providing a free, high quality, book bag for every baby, toddler, three-year-old and P1 child in the country.

The Early Years Operations Administrator provides reliable and efficient administration to support the smooth running of this Early Years programme, with a particular focus on operational aspects.

Key responsibilities

Operations and logistics

- Compiling quarterly Bookbug bag delivery spreadsheets, liaising with SBT's distribution company and Bookbug Co-ordinators/NHS contacts
- Compiling annual Primary 1 Bag delivery spreadsheet and liaising with P1 contacts
- Regularly check quantities on our distribution company's online stock tracking system
- Co-ordinating resource requests from Bookbug Co-ordinators
- Co-ordinating overstock of Early Years books and being main point of contact for book donations
- Co-ordinating annual book selection process for Bookbug Bags and P1 Bags (including arranging publisher meetings; processing submitted titles; communicating with selection panel; working with Schools team to arrange school visits)
- Co-ordinating mailings (e.g. Explorer Resource Kits to EY settings)
- Administrating distribution for specific projects e.g. antenatal and neonatal provision
- Cross-check monthly invoices for Dolly Parton Imagination Library figures

- Gather onward distribution statistics from local authorities and assist Early Years Operations Manager to analyse and follow-up
- Gather central stores stocktake numbers from local authorities and NHS boards.

General

- Helping to evidence the impact of the Bookbug Programme by gathering audience statistics at given points through the year
- Being the first point of contact for all Early Years operations enquiries and shared responsibility for managing the Bookbug inbox
- Ensuring all Early Years information and contacts on the Scottish Book Trust CRM are accurate and up to date, and running reports when required
- Co-ordinating Early Years mailings, including monthly Co-ordinator email and providing updates on the Co-ordinator LMS
- Preparing Annual Partnership agreements for local authorities and NHS boards, sending out and monitoring return of signed agreements
- Occasional attendance at local authority Steering Groups to provide updates from the Operations team
- Minute-taking at internal and external meetings where necessary, including typing up and dissemination
- Booking venues and catering
- Assisting with organisation of one-off Bookbug events
- Assisting EY Communications & Events Manager with Bookbug Week local programme activity, including administration of funding pots
- Creating content for the Scottish Book Trust Website as appropriate e.g. articles and book lists
- Creating content for social media when required
- Securing permissions from publishers e.g. for sharing content online
- Representing the Bookbug programme, when necessary, at conferences, network meetings and events

You will have/be:

- An experienced office administrator

- Excellent attention to detail
- Excellent communication skills - written and oral
- First-rate IT skills including confident use of all Microsoft Office software especially Excel.
- Familiarity with databases and confident with information management and mail merging
- Excellent organisational skills and time management, with the ability to manage multiple priorities to meet challenging deadlines
- Ability to work as part of a team and to self-motivate
- Interest in and knowledge of children's literature and early years learning and development
- Interest in blog writing and book-reviewing desirable

Other Information

The successful candidate must be willing to travel throughout Scotland, on occasion. The role also includes an annual trip to London to meet with publishers in January/February and to work out of office hours from time to time, as required, including occasional evenings and weekends.

Appointment will be conditional on securing basic clearance from Disclosure Scotland.

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 2, Salary Band £21,850 to 24,999 FTE

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

Fixed Term until 31st March 2025

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