



Trustee 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 three million people.

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. We introduce books and storytelling to pre-school children through our book gifting programmes 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.

Our book-gifting programmes Bookbug and Read Write Count with the First Minister reach over 310,000 children across Scotland every year. We continue the journey with schools in our communities participating in an accreditation programme to help them build and sustain a reading culture.

Our Writing Programmes encourage people to share their themed true stories through Scotland's stories, annual New Writers Award supporting emerging writers and supporting publishers to publish and promote work written in Scots. Whilst our Reading Programmes delivers Book Week Scotland each autumn, helps fund and support author events in schools and community venues, and supports people with digital storytelling to tell their personal stories through audio and images.

You'll find us in schools, and libraries and at community events, across Scotland in towns, cities and in isolated, rural communities. We bring books to life and share the joy of reading with 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](#)

[Research and evaluation](#)



Our values

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.

2025 at Scottish Book Trust

Scottish Book Trust has helped people all over Scotland access the magic of books.

In 2025 we have:

- Gifted over 100,000 books to the people most in need through our ongoing Christmas Appeal
- Been honoured to receive a Successful Practices Honoree award from the Library of Congress Literacy Awards recognising the success of our Bookbug programme.
- Celebrated our 600th accredited Reading School, embedding reading for pleasure in schools across Scotland
- Supported 12 New Writers Awardees and celebrated 23 new books from programme alumni in 2025
- Helped 80 family members, partners and carers of people living with dementia share books and stories to strengthen their relationships
- Marked our 10 years of Read Write Count and gifted our 10 millionth Bookbug book!

Governance structure

The charity is a company limited by guarantee and is a registered Scottish charity (SC027669). The charity is governed by the Board of Trustees, who are also the directors for the purpose of company law.

Our existing Board members support the needs of the charity with their skills and experience in the fields of finance, education, literature, technology, community engagement, strategic planning and leadership. Our trustees are volunteers, so they're not paid for their time, but are reimbursed for any expenses, such as travel to meetings or events.

About our Board members

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.

Scottish Book Trust is committed to building a Board that reflects the diversity of Scotland. We value different perspectives and lived experiences. We believe that Boards whose trustees have different backgrounds and experience are more likely to encourage debate, encourage creativity, improve performance and will support SBT to make inclusive 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.

Support for new trustees

We offer a package of support for all new trustees that will include:

- Training in the duties and responsibilities of trustees
- Mentoring and support from other trustees, if needed
- Opportunities to spend time with our programme staff to understand our work
- Opportunities to support our staff or programme activity in specific areas of interest.
- Opportunities to develop expertise by joining various Board committees

We are also members of Culture and Business Scotland who regularly offer training and webinars for trustees to build their expertise.

Board meeting schedule

The Board meets four times a year – in March, June, September and November. Two meetings are online and two in our central Edinburgh office.

The Finance committee meets four times per year online, in advance of the Board meeting, to oversee the financial management of the charity.

The Fundraising committee also meets four times per year online, in advance of the Board meeting, to review progress of our fundraising strategy.

The Board skills matrix is reviewed annually against the needs of the organisation and appropriate steps are taken to address any identified gaps.

Annual appraisals are carried out for individual Board members and a collective Board appraisal is also conducted with appropriate follow-up actions.

Duties of trustees

Charity trustees are the people in overall control and management of a charity. They are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They must account for its activities and outcomes by:

- Setting and maintaining the vision, mission and values of the organisation
- Developing direction, strategy and planning
- Ensuring that the company complies with its charitable purpose as laid out in the governing documents
- Ensuring the organisation has the structure and resources for its work
- Establishing policies and procedures to govern organisational activity, including guidance for the Board and staff
- Establishing systems for reporting and monitoring
- Managing risk and ensure compliance and accountability with the governing document, external regulators and the law
- Making certain that the financial affairs of the organisation are conducted properly and are accurately reported.

Marc Lambert, Chief Executive (CEO), is appointed by the trustees to manage the day-to-day operations of the charity.

Skills and experience

We warmly welcome applications from people of all backgrounds, including those from minority ethnic communities, people with disabilities, LGBTQ+ individuals, and those with lived experience of poverty or marginalisation. We also welcome younger voices and perspectives. Board experience is not required; we provide training and mentoring for new Board members if needed.

Experience in any of the following areas would be helpful (but not essential) and you do not need to meet all of these:

- Strategic thinking and leadership
- Advocacy or influencing decision-makers
- Education, culture or community engagement
- Finance, audit or risk management
- Fundraising or financial planning
- Working with the Scottish Government or local authorities

How to apply

Applicants are invited to apply with a CV and a brief letter outlining their interest in the charity and how they would contribute to the organisation.

We are committed to making the application and interview process accessible. If you would like information in a different format, to apply in a different way (for example via audio or video), or need reasonable adjustments, please let us know.

To apply, please email recruitment@scottishbooktrust.com by **31 January 2026** with your CV and a short letter (or another format if you prefer) outlining how you would contribute to the organisation.

Candidates selected will be invited to interview with the Chair, Trustees or Senior Management Team in February 2026.

We recognise our responsibility in protecting vulnerable groups. Appointment will be conditional on securing an appropriate level of disclosure for the position from Disclosure Scotland.

For any additional information please email recruitment@scottishbooktrust.com