



# Early Years Community Engagement 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.

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

We're looking for people who share these values that apply to everything we do:

### **Creative**

We welcome innovation and experiment with new approaches. All of our staff have the opportunity to contribute and test out ideas and we encourage this approach in our partners.

### **Bold**

We tackle challenging issues and ask difficult questions both of ourselves and of others. We create a culture of openness within our organisation.

### **Collaborative**

Our partnerships are one of our most valuable assets. We believe that collaboration, both internal and external, is fundamental to our learning, development and 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:

- Five programme teams supporting Early Years, School Communities, Reading Communities, Writing Communities, and Research and Evaluation
- 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 us](#) on our website.

We have staff working for us across Scotland. We support flexible working with 25% of staff working part-time, and 25% of staff working flexible 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. Following consultation with the staff team the office (Sandeman House) is closed on a Friday and therefore home working applies to everyone contracted to work on Fridays.

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 having a team with different backgrounds and experience we are more likely to encourage debate and will aid 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.

## About the role

This is an excellent opportunity for you to join Scottish Book Trust as an administrator. The position offers full time working within our Early Years team.

The Early Years (EY) team delivers Bookbug, an evidence-informed programme which aims to promote parent-child bonding and attachment, support children's language and communication skills, and help their social, emotional and cognitive development through reading, singing and rhyming. Key elements include universal book gifting at four stages, free story, song and rhyme Bookbug Sessions, Bookbug for the Home and community engagement, the Bookbug app, and professional learning opportunities and learning resources for people working with children in their Early Years.

### Job Summary

The Early Years Community Engagement Administrator provides reliable and efficient administration to support the smooth running of the Early Years programme, with a particular focus on local authority steering groups, and our outreach offer.

The post holder will be friendly, reliable and efficient as a first point of contact for Local Authority Steering Group participants.

### Key Responsibilities

- Provide administrative support to steering group meetings, including related correspondence, minute taking, regular email updates, and other follow-up work
- Support the EY Community Engagement Manager in setting up other external meetings
- Assist the EY Community Engagement team with a range of administrative tasks including:
  - o mailing out resources
  - o sending programme information and web links
  - o dealing with basic level programme enquiries
  - o organising incentives for case studies
  - o support for specific one-off targeted projects

- Support process for allocating additional resources e.g. paired resource kits (setting up and emailing out the application links, liaising with co-ordinators /practitioners about distribution)
- Support EY Community Engagement team with disseminating national guidance for Bookbug Sessions
- Monitor feedback from Bookbug practitioners and collect and collate quarterly data from local Bookbug programmes e.g. Bookbug Session figures
- Send updates to local Bookbug Co-ordinators facilitating links with Bookbug practitioners from organisations in their area
- Manage and upload key contact data onto database/CRM/LMS
- Shared responsibility for monitoring and answering general enquiries from the Bookbug Inbox with EY Operations Administrator
- Compile and send regular communications on behalf of the Community Engagement team
- Provide administrative support for Shared Practice events

### **Skills and Experience**

- An experienced office administrator
- Excellent communication skills, written and verbal and the ability to interact professionally, with a friendly, approachable manner
- Experience of managing external relationships and contacts
- Excellent organisational skills and time management skills, with meticulous attention to detail, taking a pride in working to a high standard
- Highly competent IT skills – particularly confident with MS Office including Excel and Teams, previous experience of Zoom and Eventbrite is desirable
- A team player but able to self-motivate and work to multiple priorities
- Experience of databases, handling and analysing data, previous use of a Learning Management System is desirable.

### **Other Information**

The post is a hybrid role with regular attendance at Scottish Book Trust offices in Edinburgh.

The post may involve occasional travel within Scotland and out of office hours work from time to time including occasional evenings and weekends.

Appointment will be conditional on securing a Level 1 from Disclosure Scotland.

Flexible working options are available.

## **Benefits**

### **Location**

The person location is blended between our Edinburgh Office and home. The office is in Edinburgh City Centre is open Monday to Thursday, with great access by train, bus, and tram.

### **Salary**

Starting salary £22,995

Grade: 2, Salary band: 22,995 to £26,249

### **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 5 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 259 hours (7.4 weeks) 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 are allocated 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 Cycle 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 or AI generated content.

### Part A:

You should ensure that your **Part A** works as a **standalone document** to demonstrate your suitability for the job role. When longlisting the Recruitment Panel will only have access to Part A of the application form, your Personal Statement and Other Information. Other information can include details about activities or hobbies from your non-working time that could be relevant to your experience for the role. Please do not include any dates, personal data or links that would mean that you are identifiable. Any information like this will be redacted to protect our equality based process.

### Part B:

Part B of the application form Section 1 requests 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.

Section 2 of Part B, Equality Monitoring, is optional and is used by HR to enable us to measure our Inclusive recruitment practices.

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](#).

If you have a disability and require us to consider any reasonable adjustments to facilitate the application process please get in touch with our HR team:

[recruitment@scottishbooktrust.com](mailto:recruitment@scottishbooktrust.com)

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](mailto:recruitment@scottishbooktrust.com)