



School Communities Regional Outreach Co-ordinator (West of Scotland) 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 75 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 50% 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 a School Communities Regional Outreach Co-ordinator (West of Scotland). The position offers flexible, part-time working within our School Communities Team.

The School Communities (SC) team delivers a range of programmes that inspire schools, learning professionals, children and young people, and families to establish a culture of reading and writing for pleasure. Key programmes include Reading Schools, Read Write Count with the First Minister, Authors Live, the SC events programme, and the delivery of professional learning opportunities and learning resources.

The Regional Outreach Co-ordinator (West of Scotland) post is designed to cover the local authority areas of East Dunbartonshire, East Renfrewshire, Glasgow City, North Lanarkshire, Renfrewshire, and South Lanarkshire, with the initial focus on East Renfrewshire and Glasgow City. The post holder will work closely with the School Communities Manager (Learning and Development) on the delivery and development of the SC Outreach programme in the West of Scotland. The ROCs are a remote team of four people based across Scotland supporting schools both within their areas and more widely across Scotland.

The role involves working closely with individual schools or key stakeholders in the designated local authorities to identify ways that they can engage with and benefit from our School Communities programmes. They will also join their ROC colleagues in delivering sessions that may require travel / overnight stays away from home to ensure that we can cover the whole of Scotland, to meet the needs and focus of the funding.

The post will also deliver professional learning opportunities to a range of audiences, in-person and online, to support the SC programmes, providing support to the Learning Content Manager to develop resources and working alongside the SC team and other SBT colleagues to ensure maximum impact for the programmes and audiences.

Key responsibilities

- Support practitioners to engage with Reading Schools, Read Write Count with the First Minister and other School Communities programmes through effective administration, co-ordination and communication
- Maintain existing, and establish new, networks with key stakeholders including with external partners to champion the School Communities programmes and support effective delivery of the Outreach programme
- Design, plan and deliver professional learning sessions for practitioners to engage with School Communities Programmes with support from the School Communities Manager (Learning and Development) and Learning Content Manager
- Design and develop learning resources for learning professionals, pupils and parents with support from the School Communities Manager (Learning and Development) and Learning Content Manager
- Gather evidence of impact and good practice and showcase these effectively, both in-person and online to support the programmes and Scottish Book Trust
- Supports Reading Schools (RS) with the RS Accreditation process where time and resource allow
- Work with other teams within Scottish Book Trust to ensure knowledge, experience and contacts are shared across the organisation to aid effective programme delivery

You will have:

- Significant experience of working with schools, educators and other professional practitioners to develop and maintain productive relationships
- Experience of outreach work, including confident and effective creation and delivery of presentations, training sessions and workshops, in-person and online via Teams or other similar platforms
- Experience of creating learning resources and support materials for a range of audiences, including parents, pupils and learning professionals
- Experience of dealing directly with a wide range of stakeholders to promote and embed new practices

- Excellent influencing skills with the ability to enthuse stakeholders to drive participation and engagement
- Confident in the use of IT, including Microsoft Office applications
- Exceptional organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines
- Excellent written and oral communication skills
- Ability to work confidently and effectively across different teams
- Ability to share and drive your passion and enthusiasm about children's and young people's books, reading, writing and their potential to transform the lives of young people

Other Information:

- The post holder will live and work within the West of Scotland areas as outlined in the Location section below.
- A full, clean UK driving licence and access to a vehicle insured for business use is required.
- The post-holder must be prepared to undertake travel across Scotland, from time-to-time travel elsewhere in the UK, including occasional overnight stays.
- Appointment will be conditional on securing a Level 1 from Disclosure Scotland.
- Flexible working options are available.

Benefits

Location

The person location is within the West of Scotland areas. The initial local focus for this post is East Renfrewshire and Glasgow City.

Attendance at Scottish Book Trust offices in Edinburgh will be required from time to time. The successful candidate will be required to attend a three-day induction at our office in Edinburgh at the beginning of their employment. Travel, subsistence and accommodation costs will be covered by Scottish Book Trust. The office in Edinburgh City Centre is open Monday to Thursday, with great access by train, bus, and tram.

Salary

Starting salary £16,320 (£27,200 FTE)

Hours of work

21 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 for 18 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. For this role the pro-rated annual entitlement is 155.5 hours per annum including public and bank holidays.

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 only have access to Part A of the application form, which consists of 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 your application allows 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.

The form contains a link to our Equality Monitoring. This 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

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