



Reading Schools Events Co-ordinator 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 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 Reading Schools Events Co-ordinator. The position offers flexible full time working within our Schools Communities Team.

The School Communities (SC) team delivers a range of programmes that inspire schools, learning professionals, children and young people to engage with reading and writing. Key programmes include Reading Schools, Read Write Count with the First Minister, Authors Live and a touring and events programme.

The post holder will work closely with the School Communities Manager (Reading Schools) and Reading Schools team on the development and delivery of events pertaining to the Reading Schools programme; including Ministerial visits and author ambassador visits as well as any other author event or tour that supports primary or secondary schools participating in the programme or events and tours that promote the programme to a wider audience as required.

The post holder will also work alongside the School Communities Team and Scottish Book Trust colleagues to ensure co-ordinated delivery and optimum impact for all our school community audiences.

Key responsibilities

- Coordinate the planning, delivery and evaluation of events, held both in-person and online, to support participation in Reading Schools
- Support with the planning and delivery of other School Communities event strands (such as Authors Live or touring events) as required
- Liaise with Scottish Government to provide opportunities for Ministers to engage with Reading Schools
- Research and identify opportunities to present Reading Schools and SC team information at local authority In-service days
- Organise additional author events in high schools including their feeder primary schools in collaboration with the SC Manager (Events)
- Organise events as part of the author ambassador programme

- Drive the SBT vehicle to deliver events at venues throughout Scotland (rural, islands and city) as required – this will include travel and hosting the visiting author
- Provide SC Manager (Reading Schools) with participation statistics and event feedback for key partners
- Coordinate all communications with participating schools via the Marketing team to ensure all aspects of the events administration, school participation, and arrangement logistics are carried out
- Provide support to schools participating in the Reading Schools programme when required
- 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 planning, co-ordinating and delivering a range of events in schools, or similar experience of planning events for, or working with, Government Ministers
- Experience of working with authors or other creative practitioners and an understanding of their requirements during events
- Experience of working with schools, educators and other professional practitioners to develop productive relationships
- 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 both remotely and in person

Essential

- For vehicle insurance purpose the postholder must be at least 21 years old and an experienced driver (minimum 2 years) with full, clean UK driving licence.
- For the post holder they must be happy and confident to drive for business purposes including driving to deliver events at venues throughout Scotland

(rural, islands and city) as required – this will include travel and hosting visiting authors

Other information

- The post is a hybrid role with regular attendance at Scottish Book Trust offices in Edinburgh.
- The post-holder must be prepared to undertake regular travel across Scotland, including being required to be away for up to 6 days at a time for tours (typically 4 per year) as well as other occasional overnight stays.
- The post will involve working with young people therefore, appointment will be conditional upon securing Full Disclosure level clearance from Disclosure Scotland.

Benefits

Location

We offer flexible working between our Edinburgh office, home and will include travel across Scotland (rural, islands and city). The office is in Edinburgh City Centre, with great access by train, bus, and tram.

Salary

Grade 3, Salary Band £25,000–£29,499 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 to 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, the fixed holidays for Christmas and New Year for 2024/25 are 25th December to 31st December and 1st and 2nd January. 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.

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