



Writing Communities Administrator (Live Literature) Recruitment Pack

September 2024

scottishbooktrust.com



Scottish Book Trust is a registered company (SC184248)
and a Scottish charity (SC027669).

Contents

About Scottish Book Trust	3
Our Values.....	4
Our People	5
About the role	6
Benefits.....	8
How to apply.....	10

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 us](#) 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 Writing Communities Administrator for the Live Literature programme. The position offers flexible part-time working within our Writing Communities Team.

Scottish Book Trust's Writing Communities programme supports writers at all stages of their careers with advice, professional development opportunities, bursaries and mentoring.

The Writing Communities Administrator (Live Literature) will provide efficient administration to support the smooth running of Live Literature programme within the Writing Communities team. The Live Literature programme is a national initiative that works with an extensive range of partner organisations to allow the people of Scotland to meet and engage with authors, playwrights, poets, storytellers and illustrators.

The role also provides joined up administrative cover and support for the Writing Communities team with the Administrator responsible for the Writer Development programme.

Key responsibilities

- Work flexibly to support the Writing Communities Coordinator in the administration, logistics and communications involved in Live Literature delivery, including the development and streamlining of administrative systems and processes as appropriate
- Support the Writing Communities Coordinator with managing and assessing applications to Live Literature programmes and the author directory, including scheduling panels to consider applications, attending panels and, where needed, stepping in as chair
- Support panel meetings by keeping notes of funding decisions, preparing and sending out applicant feedback
- Support the Writing Communities Coordinator on programme evaluation at all stages

- Work across Scottish Book Trust teams to support marketing our programmes and events, including Live Literature and coffee mornings
- Support with daily enquiries to the Writing Communities programme, including being our main point of contact on the Live Literature mailbox
- Work with the Writing Communities and Website teams to maintain Writer Resources including web pages (such as Opportunities for Writers, Funding and Retreats)
- Support wider Writing Communities programmes by attending events and taking notes for the Creative Writing Group for Young People; and Scots Language Resource Network
- Share responsibility for representing the Writing Communities Team on Scottish Book Trust working groups, such as Green Team and EDI
- Participate in activities around developing and planning the strategic direction of the Writing Communities programmes and other related work
- Work with the Writing Communities Administrator (Writer Development) on shared tasks including digital development, Young Writers' Editorial Group and 50 Word Fiction.
- Work with other Scottish Book Trust teams as required to co-ordinate any Writing Communities input into other programmes
- Support the work of Scottish Book Trust's equality, diversity and inclusion commitments, e.g. ensuring programme application forms and supporting resources are accessible.

You will have:

- This post calls for efficiency, excellent administrative skills and the ability to balance multiple priorities
- Considerable administrative experience, including managing applications and programme data, responding to enquiries, supporting training and event delivery and maintaining online systems and resources
- Clear and confident communicator, both written and verbal, with experience of engaging a range of individuals and organisations with confidence, professionalism and diplomacy

- Exceptional organisational, planning and time management skills, with the ability to be flexible and proactive, to manage multiple priorities and meet deadlines
- A high level of IT literacy and competence including experience of providing and updating copy (web 2.0, Microsoft Office, website input and maintenance, CMS)
- An interest in Scottish writing with a knowledge of writer development and the wider UK publishing industry would be beneficial

Other Information

The post is based at Scottish Book Trust offices in Edinburgh. Hybrid, flexible working is available.

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 - £24,999 FTE, part time pro-rated to £10,925 – £12,499.50

Hours of work

17.5 hours per week. We require cover across the week, therefore an ideal working pattern would be Monday, Tuesday and Wednesday (half day); however we are open to a discussion about a flexible working pattern subject to the needs of the organisation.

Contract type

Fixed Term for 12 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 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. For this role the pro-rated annual entitlement is 18.5 days 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 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