



Job Description

Early Years Training and Resource Developer (1 year, full time, fixed term position with potential renewal) Grade: 4 (£25,000 - £27,999)

Job Summary

Scottish Book Trust's Early Years programme delivers Bookbug, Scotland's national book gifting programme, providing a free, high quality, book bag for every baby, toddler, three-year-old and primary 1 child in the country. Bookbug training is delivered on a national scale, enabling practitioners to deliver public Bookbug Sessions and to work in a targeted way with families who need the most support to access the benefits of book sharing and singing.

This post will work closely with the Early Years Programme Development Manager (EYPDM) and the wider Early Years team to increase the depth of impact of the Bookbug Programme and ensure parents and professionals have access to a wider range of high-quality resources to support them to engage with the Bookbug Programme.

This will focus on:

- Updating and creating professional resources to support the Bookbug Programme, including the training programme
- Research to inform strategic programme developments
- Expand the reach of the programme to engage new audiences
- Supporting the EYPDM with quality assurance

The post requires significant experience of working in an early years context as well as an excellent knowledge and understanding of early years development and early years policy in Scotland.

The Early Years Training and Resource Developer is part of the Early Years team and is line managed by the Early Years Programme Development Manager who works closely with the EY Outreach Manager and the EY Operations Manager.

Key Responsibilities

- Leading on writing and developing content including updating training handbooks, hand-outs to support training and other materials as directed by the EYPDM
- Developing evidence-informed content for new resource section of the website for both families and EY Practitioners
- Supporting consultation work, including facilitation of focus groups or interviews, writing up findings and recommendations
- Reviewing training presentations and ensuring they are updated annually to reflect changes in programme information and policies
- Carrying out desktop research to inform training and resource development
- Creating resources to support Song and Rhyme Library development

- Working with the EYPDM to develop a quality assurance framework for the Bookbug programme (e.g. training and Bookbug Sessions)
- Representing the Bookbug programme and deputising for other members of the Early Years team, as and when appropriate, at conferences, network meetings and events

Knowledge, skills and experience

- A degree in Child Development, or similar qualification or significant professional experience in the Early Years field
- Experience of developing and delivering training courses for an adult audience
- Significant experience working within an early years' environment with children aged from birth to five
- Knowledge of current early years policy in Scotland
- Knowledge of current research in the fields of early years and child development
- Excellent written communication and presentation skills
- Excellent project management skills including working to deadlines
- Ability to work with minimal supervision
- Good IT skills, including competence in Microsoft PowerPoint, Excel, Word, Email and Internet browsers
- Good people skills and ability to work well with others
- A passion for books and extensive knowledge of children's picture books

Desirable

- Knowledge and experience of working with music in the early years
- Knowledge of NHS Scotland's early years agenda and experience working with health organisations and health professionals
- Experience of working collaboratively in-house and across teams as well as with key external partners
- Experience working in areas of socio-economic deprivation
- Experience building relationship with a variety of external stakeholders
- Experience of developing consultations, including the facilitation of focus groups
- Experience of working with parents and children together

The Early Years Training and Resource Developer is based at Scottish Book Trust's offices in central Edinburgh, however the post-holder must be prepared to travel occasionally for work-related duties. Depending on experience, we may consider part time or flexible hours.

The post may involve working with young people, therefore appointment will be conditional upon securing Basic Disclosure level clearance from Disclosure Scotland.