



Job Description

Head of Early Years (Maternity Cover)

Salary: Grade 6 (£32,000 - £39,000)

Reporting to: Director of Programme

Job Summary

Scottish Book Trust's Early Years programme delivers Bookbug, Scotland's national book gifting programme, funded primarily by the Scottish Government. The programme comprises three different but related elements:

- In partnership with Local Authorities across Scotland, gifting a book pack for every child in Scotland at 4 key development stages.
- An outreach programme offering direct support in the home to a wide range of families, delivered in partnership with Health and 3rd sector professionals
- Working with partners to promote the value and benefits of sharing books with children in their early years

The Head of Early Years oversees the strategic development and delivery of the EY programme, forging key relationships with Scottish Government and other external partners. As well as managing the EY Team, the postholder is a member of SBT's Management Team and works closely with SBT's other programme heads to deepen the impact of the EY programme.

Key Responsibilities

- To oversee the delivery of the Early Years programme, ensuring the highest standards of content and delivery
- To work closely with the Senior Management Team on the strategic development of the Early Years programme including setting outcomes, measuring its impact and feeding intelligence back into the programme and organisation
- To lead the EY team and specifically line manage three EY managers in the development and delivery of the programme
- Support the EY Operations Manager to ensure that logistics are in place for timely and efficient delivery of the four Bookbug packs
- Support the EY Outreach Manager on the development, delivery and evaluation of the Outreach programme
- To work closely with Senior Management Team to maintain SBT's key relationships with the Scottish Government and feed into strategic development and policy issues
- To lead on funding discussions with the Scottish Government and other bodies, to manage funding relationships and to ensure that associated reporting is carried out
- To build, sustain and develop relationships with local authorities, health boards, other agencies and third sector organisations as appropriate
- To manage and develop our relationships with libraries, playing a key role in the EY Libraries Strategy Group

- To collaborate with the Director of Marketing to shape the marketing, audience development and branding of the Bookbug programme
- To maintain an up to date understanding of the Early Years landscape (Scotland, UK and international), including relevant research, initiatives and evolving government and local authority priorities
- To set and monitor all Early Years budgets
- To represent SBT and the EY programme professionally at meetings with external parties
- To give presentations on the EY programme at relevant early years and related conferences
- Through membership of the Management Team, contribute to the wider development of SBT and its programmes

Skills and experience

- Significant management experience in a cultural/educational/third sector organisation
- Demonstrable, high level experience of strategic planning, project management and delivery
- Excellent written and oral communication skills
- Significant experience of leading and managing staff
- Significant experience of initiating and developing relationships with high profile partners and funding bodies
- Experience of managing substantial and complex project and operational budgets
- A knowledge of and interest in Early Years issues, policies and research
- A thorough understanding of the workings of local authorities and the Scottish government, including decision making, policy formulation and delivery infrastructures
- Knowledge of and interest in literacy, children's early years development and children's publishing

The post is based at Scottish Book Trust's offices in central Edinburgh, however the post holder must be prepared to undertake regular travel across Scotland.

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