



Early Years Community Engagement Manager 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 70 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 25% 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. 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 Early Years Community Engagement Manager. The position offers flexible fulltime working within our Early Years Team.

The Early Years (EY) team delivers Bookbug, an evidence-informed programme which aims to promote parent-child bonding and attachment, support children's language and communication skills, and help their social, emotional and cognitive development through reading, singing and rhyming. Key elements include universal book gifting at four stages, free story, song and rhyme Bookbug Sessions, Bookbug for the Home (BBFH) and community engagement, the Bookbug app, and professional learning opportunities and learning resources for people working with children in their Early Years.

The Early Years (EY) Community Engagement Manager leads on the strategic development of our community engagement work; liaising with Local Authorities, Health Service professionals and other community groups to support families who need extra help to access the benefits of our Bookbug programme.

The role advocates for the programme by building and maintaining strong community-based networks with key stakeholders and partners, as well as taking a lead role in quality assurance, and the management of targeted projects and funding.

The role works closely with the Head of Early Years, and other EY Managers to ensure co-ordinated delivery and optimum impact of the EY programme. The post-holder is line manager for the two Project Managers within the Community Engagement Team.

Key responsibilities

- Leads and develops the EY community engagement work, advocating for the Bookbug Programme at local and national level, ensuring co-ordinated delivery and optimum impact of the EY programme
- Contribute to the strategic development of the Early Years programme, assist and deputise for the Head of Early Years, as required

- Implement a national strategy for engagement of harder to reach, more vulnerable families through the network of Bookbug for the Home practitioners, reviewing and developing as needed
- Develop and maintain strong working relationships with partner organisations and key stakeholders across Scotland (e.g. health, social work, education and library services, and third sector organisations), adapting delivery of key messaging and updates to increase and maintain continued engagement
- Develop tailored engagement plans for each local authority area, and work closely with the EY Training & Development Manager to identify and meet specific training needs
- Identify and establish relationships with new sectors to deepen the impact of Bookbug work (e.g. antenatal, perinatal infant mental health)
- Line-manage two project managers to ensure effective delivery of the programme as well as their training and development
- Oversee network support and communications with trained delivery partners (Bookbug Sessions Leaders, Bookbug for the Home practitioners)
- Oversee support for local Bookbug programmes and development of good practice sharing opportunities in person and online for Bookbug practitioners
- Collaborate with fundraising team to prepare and inform funding applications
- Develop guidance, resources and new initiatives in response to the emerging needs of families and/or practitioners, in collaboration with the EY Training and Development team
- Work with SBT's Research and Evaluation team, lead on evaluation of Bookbug to ensure effective reporting to stakeholders, and identify further research needs
- Maintain up-to-date knowledge and understanding of national Early Years policies and research, to inform the strategic development of community engagement priorities
- Manage and monitor the EY community engagement budget and specific project budgets
- Support and deputise for the Designated Child Protection Officer (DCPO) ensuring our compliance with child protection practices to ensure safety and

wellbeing of children engaging with SBT events; regularly reviewing child protection policies, responding to concerns, and maintaining accurate records

- Lead authority within the team for generating (initiating) and supporting the development of innovative fundraising and commercial opportunities, with collective responsibility for supporting the promotion of SBT's commercial offerings including paid learning, the SBT shop and other paid for events.
- Attend conferences, network meetings and events as an ambassador for Scottish Book Trust

You will have:

- Significant knowledge and practical experience in the Early Years / Child Development field
- A secure knowledge of current early years policy and practice in Scotland and current research in the fields of early years and child development
- Significant experience of managing complex, large-scale (preferably national) projects, including budget management skills
- Skilled network builder and collaborator with experience of managing key internal and external relationships
- Excellent communication, influencing and negotiation skills
- Excellent presentation skills; confident addressing groups of key stakeholders
- Highly motivated, organised and efficient; able to manage, prioritise and delegate a large and varied workload
- Knowledge, experience and understanding of providing quality assurance and supporting continuous improvement, evaluation methods and data analysis
- Experienced problem-solver, adept at finding creative solutions, persevering to achieve goals and resilient in the face of challenges and changing work priorities
- Experience of managing and motivating staff, leading achievement of objectives and excellent team working, in line with SBT's values
- Experience of compliance with child protection practices and contributions to reviewing policies including knowledge sharing and maintaining accurate records
- Excellent IT skills, including Microsoft Office programmes

The post is a hybrid role with regular attendance at Scottish Book Trust offices in Edinburgh.

Other Information

The post-holder must be prepared to undertake travel across Scotland and, from time-to-time, travel elsewhere in the UK, including occasional overnight stays. A full, clean UK driving licence and confident, experienced driving skills are desirable.

The post may involve working with children and young people, therefore appointment will be conditional upon securing a Level 1 disclosure from Disclosure Scotland.

Flexible working options are available.

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

Starting salary £33,700 (plus an additional 3% allowance for role of deputy DCPO)

Grade: 5, Salary band: £33,700 to £40,399

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

Permanent

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 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.

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. The Recruitment Panel will use Section 3, your personal statement, to score your suitability for the role against the key responsibilities, skills and experience detailed in the job description.

In Section 1 we ask you more about your current employment and job history, education and relevant training. We also request 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](#).

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