



Director of Programme 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 40% 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 inclusion and belonging 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 Director of Programme. The position offers full time working within our Senior Management Team.

A member of the Senior Management Team (SMT), the Director of Programme (DP) works with the CEO, Director of Finance & Operations and Director of Marketing to establish and deliver the strategic direction of Scottish Book Trust. The DP is responsible for overseeing the creative direction of all SBT programmes, leading on their strategic development and continuous improvement and has overall accountability for delivery. The DP will be a key lead negotiator for funding arising from Scottish Government departments.

The post holder line manages five heads of teams for Early Years, Reading Communities, Research and Evaluation, School Communities and Writing Communities, ensuring programmes are effective, impactful, and delivered to the highest standards.

Key responsibilities

- Liaise with SMT colleagues to contribute to the development and delivery of SBT's strategic business plan and developing organisational practices and ensuring policy compliance.
- Build relationships with key stakeholders and networks to support the strategic development and growth of SBT programmes.
- Negotiate with key funders including Scottish Government to secure programme funding.
- Lead and line manage the programme Heads of Teams to achieve agreed objectives, manage and support their teams effectively, and perform in accordance with SBT's Values.
- Lead on the strategic direction of SBT programmes working closely with their Heads of Teams to set outcomes and develop content.
- Support programme Heads of Teams to set and manage programme budgets.

- Lead the Programme Management Team to promote collaborative working and deliver effective communications and decision-making processes across the organisation.
- Support their Heads of Teams to apply up-to-date research and policy developments to their programme content and practice.
- Oversee the effective implementation of Scottish Book Trust's Theory of Change, impact and reflection evaluation processes to all programmes, and drive continuous improvement.
- Create effective reports, for internal and external use, which demonstrate the effectiveness of SBT's work, including reporting to the SBT Board
- Support the Fundraising Manager, as required, to prepare major funding bids and applications.
- Attend sector conferences, forums and groups, presenting as required, and act as an ambassador for SBT's work and strategic aims.
- Actively manage own professional development, seeking out opportunities for learning and growth and acting as a role model for the charity's values in action.

You will have:

- At least 5 years' experience at a senior level in programme development and management
- Evidence of high-level strategic and creative thinking
- Experience of working with a Board, reporting on performance, and developing policy and strategy
- An in-depth knowledge of arts, educational and cultural policy, and its political context, at local and national level
- Sound knowledge of current theory and practice in literacy and education and related social issues
- Experience of delivering innovation and change and engaging staff in a culture of creative excellence and continuous improvement.
- Experience of managing and reporting on substantial budgets

- Excellent negotiating, influencing, and relationship-building skills, showing evidence of successful engagement with high-level external stakeholders.
- Outstanding written and verbal communication skills with experience of presenting at high profile external events and conferences
- Well-developed planning and project management skills with the ability to manage complex programmes with multiple competing priorities and deadlines.
- Considerable team leadership, line management and people development experience with proven ability to inspire, motivate and coach staff performance.
- Educated to degree level

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

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

Appointment will be conditional on 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

Grade: 7

Salary: From £55,000

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 Term

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 to briefly tell us 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