



Reading Schools Early Years Project Manager Recruitment Pack

July 2025

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.....	7
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 with the First Minister 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:

- 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 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 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 support Scottish Book Trust as Reading Schools Early Years Project Manager. The position offers flexible full time working within our School Communities Team. We are looking for someone to start on this fixed term contract as soon as possible.

The Reading Schools Early Years Project Manager (RS EY Project Manager) will work closely with the SC Manager (Reading Schools) and Reading Schools team to lead on the development and delivery of Reading Schools Early Years (RS-EY) project to 45 settings across three Local Authorities, Glasgow, Renfrewshire and Angus. They will be responsible for managing relationships with individual settings to support participation in phase 2 of this pilot project. They will also be responsible for managing and maintaining key relationships with colleagues within each of the designated Local Authorities.

Key responsibilities

- Manage the development and delivery of the Reading Schools Early Years pilot project in 45 settings across three local authorities
- Provide support and guidance to the participating EY settings on how they can meet the requirements of the RS-EY framework
- Host regular meetings and information updates within each of the participating local authorities
- Prepare progress reports on registration and participation for internal use, and provide regular progress briefings for Scottish Government
- Work with the SBT Research and Evaluation team to deliver a final programme impact report.
- Research, prepare and present professional learning opportunities for EY practitioners leading the pilot in their setting(s)
- Research and create resources, adapting current resources where appropriate, for lead EY practitioners
- Working with Reading Schools Project Manager and SBT Learning Content Manager, review the Reading Schools website to ensure Early Years is

represented correctly and work with the Digital team to deliver website content as required.

- Manage the Reading Schools Early Years budget with support from Head of School Communities
- Coordinate all communications with participating EY settings via the Marketing team to ensure all aspects of the pilot project are effectively represented and communicated
- Work with colleagues in Scottish Book Trust's Early Years Team to ensure training opportunities for practitioners, and resources such as Bookbug bags, are maximised within the pilot project
- Liaise with the Education Scotland Early Speech and Language leads to ensure that the project supports children's early speech and language development
- Conduct accreditations for participating schools at each level, providing specialist guidance and feedback on how to meet the necessary levels of the framework
- Work with other teams within Scottish Book Trust to ensure knowledge, experience and contacts are shared across the organisation to aid effective programme delivery
- Work collaboratively with the wider Reading Schools team to support collective goals.

You will have:

- Significant experience of project management, managing budgets and producing financial updates
- Significant experience of working with early years settings, schools, educators and other professional practitioners to develop and maintain productive working relationships
- Experience of working with multiple local authority contacts
- Excellent written and oral communication skills including presentation skills
- Experience of supporting the co-ordination and delivery of events in early years settings

- Knowledge of or experience of the Reading Schools and/or Reading Schools Early Years frameworks and a vision for how it may be delivered in early years settings
- Confident in the use of IT programs including Microsoft Office applications and project management software, e.g. monday.com
- Exceptional organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines
- Ability to work confidently and effectively across different teams both remotely and in person

Other Information:

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

A full, clean UK driving licence and access to a vehicle insured for business use is required.

The post-holder must be prepared to undertake travel to the local authority areas listed and may include occasional overnight stays

The post will involve working with young people therefore appointment will be conditional upon securing a PVG 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. You will also be working in and making connecting in the three Local Authority pilot areas: Glasgow, Renfrewshire and Angus.

Salary

Grade 4, Starting Salary £30,975

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

Fixed Term until 31/08/2026

We are looking for this post to start as soon as possible to maximise the duration of the contract.

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.

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.

Part A:

You should ensure that your **Part A** works as a **standalone document** to demonstrate your suitability for the job role. When longlisting the Recruitment Panel will only have access to Part A of the application form, your Personal Statement and Other Information.

Part B:

Part B of the application form Section 1 requests more specific information about your work history and for 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.

Section 2, Equality Monitoring, is optional and is used by HR to enable us to measure our Inclusive recruitment practices.

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