



Fundraising Officer Recruitment Pack

September 2025

scottishbooktrust.com



Scottish Book Trust is a registered company (SC184248)
and a Scottish charity (SC027669).

Contents

Contents	2
About Scottish Book Trust	3
Our values	4
Our people	5
About the role	6
Benefits.....	9
How to apply.....	11

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 a Fundraising Officer. The position offers full time working within our Marketing Team.

At Scottish Book Trust, fundraising is a key organisational priority at all levels. The Fundraising Team are part of the Marketing and Communications Team, who support them to integrate fundraising into our year-round communications strategy. From universal programmes introducing books and storytelling to pre-school children to events for adult readers and awards that nurture Scotland's writers, Scottish Book Trust work's is wide-ranging and spans all ages.

Working across the whole organisation, the high-performing Fundraising Team has a diverse portfolio of funders and uses an array of fundraising tactics. This includes trusts, foundations, corporate sponsors and major donors as well as fundraising campaigns, including an annual Christmas Appeal. Our fundraised income has grown steadily over the past five years, along with the size and scope of our team.

Job Summary

The Fundraising Officer (FO) will develop and maintain our Trusts and Foundations funding pipeline, which includes multiple five and six figure funders. They are primarily responsible for researching potential funders, writing compelling fundraising applications, managing reporting requirements, and assisting with corporate sponsorships. The FO works closely with every team at Scottish Book Trust to fundraise for a range of literature, arts and education projects. The role will support the Fundraising Manager (FM) and Individual Giving Manager to deliver our fundraising strategy and grow our charitable income across all funding streams.

The post holder is responsible for fundraising administration including gift processing and thanking. They will also support on fundraising events, impact story gathering, and donor stewardship where required. There is flexibility within the role for the post-holder to incorporate other elements of communications and fundraising if desired. The post-holder will be supported to maintain a Chartered Institute of Fundraising membership and pursue CPD.

Key responsibilities

- Research trusts and foundations and write targeted applications to support our programmes and achieve fundraising income targets
- Research corporates and develop sponsorship proposals
- Produce compelling performance and evaluation reports for funders and other donors
- Fundraising administration including gift processing, CRM administration, donor thanking and stewardship
- Support on individual giving and fundraising communications as required
- Support at events as required
- Advise teams on fundraising sustainability, building in fundraising at the project development stage
- Support on the development of other fundraising streams, such as community fundraising
- As part of the wider Marketing team, feed into evaluation/review of Christmas appeal, e.g. analysing donor comments to understand donor motivation and inform future appeal tactics.

You will have:

- A minimum of two years' experience or equivalent in a fundraising role
- Knowledge of UK trust and foundation market and demonstrable experience of writing successful applications to trusts & foundations
- Experience of using a fundraising CRM
- Experience of corporate fundraising, sponsorships, or partnerships is desirable
- A proven track record in meeting fundraising targets is desirable
- Experienced in creating persuasive and compelling proposals and reports
- The ability to build strong and lasting relationships and work collaboratively across teams
- Excellent written and verbal communication skills
- High degree of competence in MS Outlook, Word and Excel
- Enthusiasm for and understanding of the aims and work of Scottish Book Trust and the wider arts/educational charity sector

Other Information

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

The post may involve occasional travel within Scotland and out of office hours work from time to time including occasional evenings and weekends.

Appointment will be conditional on securing a Level 1 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

Salary band: £26,250 to £30,974

Grade: 3

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.

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. Other information can include details about activities or hobbies from your non-working time that could be relevant to your experience for the role. Please not include any dates, personal data or links, any information like this will be redacted to protect our equality based process.

Part B:

Part B of the application form Section 1 requests you to give us 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 of part B, 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