



Head of Reading Communities 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. Following consultation with the staff team the office (Sandeman House) is closed on a Friday and therefore home working applies to everyone contracted to work on Fridays.

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 the Head of Reading Communities.

The Scottish Book Trust Reading Communities team run a variety of programmes to promote a love of reading across Scotland. Book Week Scotland is a major annual celebration that features a wide range of events in libraries, schools, and communities, encouraging people of all ages to engage with books and stories. As part of this, the Scotland's Stories project invites people to submit true stories from their lives to be shared on our website with a selection being published in a free book. The Reading is Caring programme focuses on using shared reading to support individuals living with dementia and their caregivers, providing training on how to use reading to help maintain relationships and spark memories. The Your Voice, Your Story initiative helps people share their personal lived experiences through creating short, narrated videos with accompanying images. This programme provides a safe and empowering space for participants to reflect, connect with others, and develop new skills.

Key responsibilities

- Lead the Reading Communities (RC) team, to ensure effective and timely delivery of the programme milestones and outcomes in line with the organisation's business plan
- Work closely with the Senior Management Team on the strategic development of the RC programme to meet organisation objectives
- Works with the Senior Management Team to influence policy development in the relevant areas of SBT's work
- Leads the RC team to engage effectively achieving cross organisational collaboration
- Develop and establish stakeholder relationships to deliver key outcomes for SBT's work and cultivate future programme opportunities
- Works closely with the Research and Evaluation Team to set outcomes for the Reading Communities Programme, measure and evaluate impact to feed into programme development and the organisation's wider work

- Maintain an up to date understanding of research, initiatives and policies within the sector, relevant to the Reading Communities Programmes
- Promote and support collaborative working with the Digital and Marketing Teams to communicate effectively with established and new audiences
- Work with the Fundraising Manager and Director of Programme to develop and establish funder relationships enabling generation of funding for new and existing programmes
- Line manages the Reading is Caring team and three programme Managers, coaching and empowering them to achieve high standards of performance and delivery of objectives, as well as supporting their learning and development
- Responsibility for the setting, management, and reporting of all RC Team budgets both internally and to external partners
- Be the lead authority within the RC 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.
- Represent and promote Scottish Book Trust at external meetings, conferences and events

You will have:

- Significant experience of leading and managing a team in a cultural, educational or charitable context
- A passion for reading and writing and the transformational impact it can have on life opportunities
- Knowledge of Scotland's literature, library, creative education and community learning sectors with an understanding of how these intersect with health and wellbeing contexts
- Experience in developing, planning and delivering strategic programmes aligned with organisational goals
- Significant experience of setting programme outcomes, reporting performance and conducting evaluation

- Significant experience of building and maintaining relationships with funders, partners and policymakers.
- Excellent written and verbal communication skills
- Excellent influencing and negotiation skills; highly skilled in networking and partnership working
- Highly developed interpersonal skills with a proven ability to work collaboratively across organisational boundaries.
- Strong coaching and mentoring skills to support team development and performance
- Experience managing budgets, including reporting to external funders.

Other Information:

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, from time-to-time travel elsewhere in the UK, including occasional overnight stays.

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 is open Monday to Thursday, with great access by train, bus, and tram.

Salary

Starting Salary: £40,400

Salary banding: Grade: 6 £40,400 to £51,388

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 are allocated 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