



Writing Communities Administrator Recruitment Pack

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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. 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 a Writing Communities Administrator (Live Literature). The position offers part time working within our Writing Communities Team.

Scottish Book Trust's Writing Communities programme supports writers at all stages of their careers with advice, professional development opportunities, bursaries and mentoring. Our Live Literature programme is a national initiative that works with an extensive range of partner organisations to allow the people of Scotland to meet and engage with authors, playwrights, poets, storytellers and illustrators, supporting interesting, imaginative sessions which show a commitment to the promotion and enjoyment of reading and writing.

The Writing Communities Administrator (Live Literature) supports the Writing Communities Manager (Live Literature) by providing efficient administration to support the smooth running of Live Literature and associated programmes.

The role also provides administration support more generally across the Writing Communities programme, as required.

Key responsibilities

- Deliver administration, logistics, and communications support for Live Literature delivery, including developing and streamlining administrative systems and processes as needed.
- Support management and assessment of applications to Live Literature programmes and the author directory, including scheduling panels to consider applications, attending panels and, where needed, stepping in as chair
- Support panel meetings by keeping notes of funding decisions, preparing and sending out applicant feedback.
- Support with programme evaluation at all stages.
- Work across Scottish Book Trust teams to support marketing our programmes and events, including Live Literature and coffee mornings.

- Support with daily enquiries to the Writing Communities programme, including being a main point of contact on the Live Literature mailbox.
- Share responsibility for representing the Writing Communities Team on Scottish Book Trust working groups, such as Green Team.
- Participate in activities around developing and planning the strategic direction of the Writing Communities programmes and other related work.
- Work with other Scottish Book Trust teams as required to co-ordinate any Writing Communities input into other programmes.
- Support the work of Scottish Book Trust's equality, diversity and inclusion commitments, e.g. ensuring programme application forms and supporting resources are accessible.

You will have:

- Efficiency, with excellent administrative skills and the ability to deliver multiple/competing priorities
- A minimum of two years administrative experience, including managing applications and programme data, responding to enquiries, supporting training and event delivery and maintaining online systems and resources
- Clear and confident communicator, both written and verbal, with experience of engaging a range of individuals and organisations with confidence, professionalism and diplomacy
- Exceptional organisational, planning and time management skills, with the ability to be flexible and proactive, to manage multiple priorities and meet deadlines
- A high level of IT literacy and competence including experience of providing and updating copy (web 2.0, Microsoft Office, website input and maintenance, CMS)
- An interest in Scottish writing with a knowledge of writer development and the wider UK publishing industry would be beneficial

Other information

- The post is a hybrid role with regular attendance at Scottish Book Trust offices in Edinburgh.
- Appointment will be conditional on securing a Level 1 from Disclosure Scotland.
 - Flexible working options are available, in line with the needs of the organisation as detailed above in the Working Pattern

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 £11,497.50 (FTE £22,995)

Grade: 2, Salary band: £22,995 to £26249

Hours of work

17.5 Hours per week, ideally working 4 days per week, Monday to Wednesday are essential.

Contract type

Fixed Term 18-month 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 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. For this role the pro-rated annual entitlement is 129.5 hours per annum including public and bank holidays.

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 do not include any dates, personal data or links that would mean that you are identifiable. 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