



Freelance Bookbug Trainer 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
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.

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 75 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. 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.

In line with our commitments to our staff team, we are also committed to supporting our Freelance workers in line with the Fair Work Framework. All our Freelance contracts are aligned with the STUC's Fair Work for Freelancers Checklist.

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 **Freelance Bookbug Trainer**, to support Scottish Book Trust's Bookbug programme by delivering training to various groups of professionals and volunteers across Scotland.

About our Bookbug Training Programme

To support the book-gifting programme, the Bookbug Training and Development team run a national programme providing funded training for Session Leaders and practitioners working with the under 5s to run Bookbug Sessions. Bookbug sessions are free sessions of stories, songs and rhymes for birth to 5-year-olds which encourage parents to sing, cuddle and read with their children. Every local authority in Scotland has participated in this training. More than 840,000 parents and children currently attend over 28,500 Bookbug Sessions in libraries and community settings across Scotland every year.

Although the Bookbug Sessions are very successful and well attended, we are also aware that not every family is able to attend a public session for a variety of reasons. Therefore in addition, the team delivers funded Bookbug for the Home training, developed in order to support every family – regardless of location or personal circumstance - to be able to participate in Bookbug Sessions and to effectively use their Bookbug packs.

The Training and Development team deliver Bookbug for the Home training to staff from local authorities, health boards and third sector organisations, as well as volunteers, to be able to take Bookbug Sessions into the homes of vulnerable families and expand Bookbug provision within the community.

Location

We are looking to recruit freelance trainers located in or easily able to travel to:

- Edinburgh
- Fife
- Glasgow

N.B. Bookbug training is delivered all over Scotland and in venues not necessarily easily accessible by public transport.

Key responsibilities

- To deliver training to a variety of different audiences (including library, early years staff, third sector and health professionals)
- To act as an advocate for Scottish Book Trust and the Bookbug programme as a whole.

Key Skills

- Experience of delivering training to others, online and in person
- Confidence to deliver practical training courses which include singing and rhyming
- Knowledge and understanding of child development
- Experience of working with groups of early years children and parents
- Ability to work with people at many levels and from different professional backgrounds including libraries, health, early years settings and third sector organisations
- Ability to work with minimum supervision
- Interest in literature, music and the early years
- Excellent communication and organisational skills
- Experience in creating an inclusive and welcoming training environment

Additional Skills/Abilities

- Knowledge of national early years policies and strategies
- Confident leading a group in singing
- A calm, objective and respectful delivery style when working both with groups and individuals

- Ability to provide constructive feedback and work in consultation with the Training and Development team to aid the development of the training programme
- Ability to empower and instil confidence in others

Personal Attributes

- Excellent timekeeping and attendance record
- Flexible availability
- Commitment to continuing professional development

Hours

Trainers will be employed on a freelance basis. There is no guarantee of the number of days involved which will be subject to each area's training need. Some evening and Saturday work will be required, to be agreed in advance with reasonable notice, with the Training Delivery Manager.

Fee

- £285 for full day in-person training session
- £175 for online Bookbug Session Leader training and all Bookbug for the Home sessions.
- £45p/h for meetings (2 x 2hr online, 1 x 4hr in person, 3 meetings per year / £360 per year)

The fee includes any travel time and/or preparation time.

Travel and accommodation expenses will be paid, agreed in advance and on production of suitable receipts.

Induction

Freelance Bookbug Trainers will receive a comprehensive induction from Scottish Book Trust. This will include:

- Training in how to deliver each of our training programmes

- Training in other aspects of the Bookbug programme as required
- Overview of how the Bookbug programme fits into national Early Years policies and strategies
- Freelance Bookbug trainers will be accompanied by a member of Scottish Book Trust staff when delivering their first external training days.

Duration

One year, with the opportunity to renew after 12 months.

How to apply

To apply for this role, you must complete our [freelance](#) application form. Please note that we **do not** accept CVs or AI generated content.

Freelance Application form:

- Use your Application Form to show how your skills and experience **match the criteria indicated in the job description**
- You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements
- Please limit your personal statement to **no more than 2 pages of Arial 12pt font**
- Provide answers to each question.
- Closing date is midnight on Monday 6th April, however we encourage applicants to complete their application before this date as we may close the recruitment window early.

Equalities:

Equality Monitoring is optional and is used by HR to enable us to measure our Inclusive recruitment practices. The form will be kept separate from your application.

We welcome applications from diverse educational and cultural backgrounds.

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