



Freelance Reading Schools Accreditation Officer 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 | 7 |
| How to apply | 9 |

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 50% 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 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 by having a team with different backgrounds and experience we are more likely to encourage debate and that this will aid SBT to make inclusive decisions. We are looking for people who are 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 Reading Schools Accreditation Officer**, to support our Reading Schools Accreditation process.

Job Summary

You will work closely with the School Communities Manager (Reading Schools) and Reading Schools team to support all Schools and Early Years setting through the Reading Schools accreditation process.

The School Communities team delivers a range of programmes that inspire schools, learning professionals, children and young people to engage with reading and writing including book gifting, author touring and events and awards for learning professionals, as well as creating high quality resources and professional development for teachers.

You will have a knowledge of Reading Schools and the Scottish Curriculum.

Key Responsibilities

- Support the accreditation process for participating schools in line with accreditation framework and respond to enquiries from schools via email regarding submission, evidence gathering and accreditation processes
- Complete accreditations for schools at each level of the programme giving specific and timeous feedback to participants when required
- Complete accreditations for early years settings giving specific and timeous feedback to participants when required
- Report examples of good evidence for future use as Case Studies or Advocacy to the School Communities Manager
- Report or flag any bugs or issues with the Reading Schools website to the School Communities Manager
- Support the work of the wider School Communities team where appropriate

Knowledge, Skills and Experience

- Knowledge of the Reading Schools framework and evidence requirements
- A high level of IT literacy and competence including experience of using the Reading Schools website or similar to support programme participants
- Experience of evaluating evidence in an education environment, making professional judgements and providing feedback against set criteria
- Clear and confident communicator, both written and verbal, with experience of engaging a range of learning professionals
- Be self-driven and able to deliver the tasks and responsibilities in line with programme demands, timelines and deadlines
- Experience and knowledge of current educational policy, literacy, and numeracy in Scotland, with a thorough understanding of local authority and school operating environment.

Other Information

Full training in Reading Schools evaluation criteria and how to use the website will be provided.

The role will work remotely using remote login, email/telephone, Teams/Zoom (and other communications software and apps) as required.

Disclosure Scotland

Appointment will be conditional upon securing a Level 1 from Disclosure Scotland.

Fee: £19 per hour

Hours: Hours will be dependent on the demand from schools and early years settings for accreditation in 2026-2027 and availability to work by the Freelancer.

Duration: A freelance contract will be offered which will expire on 31 July 2027 – the peak of accreditation work occurs between the end of April and before the summer break commences.

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 20th 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