



Reading is Caring 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 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. 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 Reading is Caring manager. The position offers flexible full time working within our Reading Communities Team.

The Reading Communities (RC) team delivers programmes that support people to celebrate their reading lives, their own stories and highlights all the benefits and pleasure that reading books and sharing stories can bring people. The Reading Communities programmes include Scotland Stories, Book Week Scotland, Reading is Caring (RiC) and Your Voice, Your Story.

The Reading is Caring Programme was set up to deliver training to both professional and family carers in how to use shared reading techniques to improve the connection and enhance wellbeing with the person living with dementia, across five local authority areas.

Following a successful award of funding from the Dementia Resilient Communities Fund, Scottish Book Trust is looking to appoint a Reading is Caring Manager to continue the development of the programme over the next 12 months. The Reading is Caring Manager will be responsible for the strategic planning, development and evaluation of the Reading is Caring programme. Our aim is for the programme to become a nationally accessible, self-sustaining model of training in our evidence based shared reading methodologies by advocating for and promoting the programme across the dementia sector.

The role also includes developing/securing multiple income strands to enhance ongoing sustainability.

The role line manages the RiC Trainer and RiC Co-ordinator, as well as supervising freelancers on short term contracts also supported by the Dementia Resilient Communities Fund

Key Responsibilities:

- Lead the strategic development, management and delivery of the Reading is Caring programme, supported by the Head of Reading Communities
- Manage the overall programme, national expansion and oversee individual project schedules in line with the strategy to achieve development and delivery targets
- Lead the development of and manage the programme core external partnerships
- Lead the continued development of Reading is Caring delivery models, in collaboration with the RiC team, supported by the Head of Reading Communities
- Develop the commercial model for Reading is Caring including working with our Commercial Manager
- Manage programme budgets and cashflows, created by the Head of Reading Communities and the Head of Finance
- Lead the evaluation of the Reading is Caring programme, collaborating with the Research and Evaluation team, RiC Co-ordinator and project freelancers to ensure effective evaluation protocols and inform continuous improvement of the programme
- Support the Head of Reading Communities with reporting requirements, including to Scottish Government
- Line manage the RiC trainer and RiC co-ordinator to ensure effective team working and programme delivery, as well as their continued training and development
- Recruit and supervise freelancers as required
- Work with the marketing team, to lead the delivery of the RiC programme's marketing strategy
- Lead the programme's safeguarding and quality assurance processes in line with Scottish Book Trust policy

- Review, with the aim of continued improvement, the programme's accessibility, equality, inclusion, and diversity
- Represent and advocate for Scottish Book Trust and the Reading is Caring Programme, as required, at conferences, network meetings and events
- Acting as a lead authority within the team for generating (initiating) and supporting the development of innovative fundraising and commercial opportunities, with collective responsibility for supporting the promotion of Scottish Book Trust's commercial offerings including paid learning, the shop and other paid for events

You will have:

- Significant experience of managing and developing complex, large-scale (preferably national) programmes including budget management skills
- Knowledge and insight into dementia care and associated best practice
- Knowledge, experience and understanding of providing quality assurance and supporting continuous improvement, evaluation methods and data analysis
- Experience of carrying out desktop research
- Excellent communication, influencing and negotiation skills
- Skilled network builder and collaborator with experience of managing key internal and external relationships
- Ability to work independently and collaboratively as well as lead the Reading is Caring programme team and a supportive member of the Reading Communities team and wider Scottish Book Trust team
- Highly motivated, organised and efficient; able to manage, prioritise and delegate a large and varied workload
- Experience of managing and motivating staff, leading achievement of objectives and excellent team working, in line with Scottish Book Trust's values
- Excellent IT skills, including Microsoft Office programmes

Experience and/ or knowledge of the following would be beneficial to the post and are therefore desirable:

- Adult learning theories and use of online training software
- Using reading to support mental health and wellbeing

Other Information:

- The post is a hybrid role with regular attendance at Scottish Book Trust offices in Edinburgh
- Flexible working options are available
- The post-holder must be prepared to undertake travel across Scotland, occasional evening and weekend work maybe required
- Appointment will be conditional on securing a satisfactory Level 1 disclosure check from Disclosure Scotland

Benefits

Location

The person location is blended between our Edinburgh Office and home. The office in Edinburgh City Centre is open Monday to Thursday, with great access by train, bus, and tram.

Salary

Starting salary: £35,217

Grade: 5, Salary band: £35,217 to £42,217

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

Fixed Term for 12 months.

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 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