



Early Years Trainer (TCP Project) Recruitment Pack

June 2026

scottishbooktrust.com



Scottish Book Trust is a registered company (SC184248)
and a Scottish charity (SC027669).

Contents

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 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 an **Early Years Trainer (TCP Project)**. The position offers flexible full time working on a term-time schedule within our Early Years Team.

Job Summary

The Early Years Trainer post will deliver a set program of Early Years training and ongoing support activities for Bookbug practitioners from a broad range of sectors and partner agencies. These include libraries, early education, the NHS and third sector organisations. The training is designed to support professionals to engage families with the benefits of sharing stories, songs and rhymes to promote speech, language and literacy in early years children.

The post holder will also work on discrete projects which support professionals and volunteers with ongoing Bookbug training and development. They will work closely with the Community Engagement Team on specific project work linked to the delivery of the Tackling Child Poverty (TCP) Project.

Team Summary

The Early Years (EY) team delivers Bookbug, an evidence-informed programme which aims to promote parent-child bonding and attachment, support children's language and communication skills, and help their social, emotional and cognitive development through reading, singing and rhyming. Key elements include universal book gifting at four stages, free story, song and rhyme Bookbug Sessions, Bookbug for the Home and community engagement, the Bookbug app, and professional learning opportunities and learning resources for people working with children in their Early Years.

Key responsibilities

- Deliver Bookbug Session Leader and Bookbug for the Home training face-to-face and online

- Provide support and follow-up for delegates who have recently attended Bookbug training
- Support the Early Years Training & Development Manager and Senior EY Trainer to implement on-going support for trainees
- Report on progress towards outcomes using evidence of impact and good practice (e.g. regular reflection)
- Ensure skills and knowledge are up to date through on-the-job training and attendance at team and other relevant meetings
- Adhere to EY Training & Development Team quality assurance processes
- Support core programme development and identify improvement opportunities
- Support the Early Years Training & Development Manager with other tasks, as required, to achieve the aims of the Tackling Child Poverty Project
- Work closely & collaboratively across the EY team and particularly with the Community Engagement Team to ensure joined up delivery of the Tackling Child Poverty Project and Bookbug programme's key messages

You will have:

- Proven record of delivering effective training to professionals and volunteers. (Experience in a range of sectors is beneficial)
- Able to motivate, inspire and enthuse adults to facilitate stories, songs and rhyme activities with families
- Knowledge and experience of child development (including language, communication and relationships)
- Confident singing ability
- Exceptional organisational, planning and time management skills, with the ability to organise own workload, manage multiple priorities and meet deadlines
- Excellent written and oral communication skills
- Ability to work professionally with a diverse range of stakeholders

- Confident in use of IT, including Microsoft Office and video conferencing software
- Ability to work independently and collaboratively as part of the EY and wider Scottish Book Trust team

Other Information:

The role delivers training during school term time. Due to the variation in school term dates across Local Authorities the advertised dates can be flexible. Statutory holiday will be taken during the school holidays.

Evening and weekend work will be required. For training delivery in more rural and remote locations, overnight stays will be required. Overnight stays will be agreed in advance and will depend on the successful applicant's home location.

Due to the travel requirement and geographical nature of Scotland's more remote areas, the applicant must have a full, clean UK driving licence and access to a vehicle insured for business use.

Please note that the training Scottish Book Trust delivers is for adults who work with children and families and **does not** involve direct work with children.

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

Benefits

Location

The post is a home-based and requires regular delivery of training and travel throughout Scotland.

The post holder will attend regular in-person team meetings in Edinburgh. Remote meetings via telephone or Teams will be used to keep in touch at other times.

The office in Edinburgh City Centre is open Monday to Thursday, with great access by train, bus, and tram.

Salary

Starting salary £27,200 FTE

Hours of work

35 hours per week for 40 weeks worked during term time. Due to the variation in school term dates across Local Authorities in Scotland, the advertised dates detailed in the grid below can be flexible.

We are open to a discussion about a flexible working pattern subject to the needs of the organisation.

Term	Start Date	End Date	Worked (wks)	Unworked (wks)	Notes
Autumn	03/08/2026	09/10/2026	10		
Half term	10/10/2026	18/10/2026		1	
Autumn	19/10/2026	18/12/2026	9		
Christmas & New Year	19/12/2026	10/01/2027		3	Christmas closure applies for set holiday
Winter	11/01/2027	12/02/2027	5		
Half term	13/02/2027	21/02/2027		1	
Spring	22/02/2027	26/03/2026	5		
Easter	27/03/2027	11/04/2027		2	
Summer	12/04/2027	25/06/2027	11		
			40	7	

Contract type

Fixed Term for the period detailed above.

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.

Annual leave for this role is 5.7 weeks of leave or 200 hours. These hours are to be used for Christmas closure and within the breaks, and all must all be used before the start of the summer term.

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 only have access to Part A of the application form, which consists of 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 your application allows 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.

The form contains a link to our Equality Monitoring. This 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