



Early Years Project Administrator Recruitment Pack

June 2026

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 an Early Years Project Administrator. The position offers flexible, part time working within our Early Years Team.

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.

The post holder will work closely with the Training Delivery Manager to deliver administrative support for an additional term-based schedule of in-person and online training dates and webinars delivered by our team of trainers for the delivery of the Tackling Child Poverty Project.

The post holder will be friendly, reliable and efficient as a first point of contact for participants and will liaise with our trainers, both internal and freelance, to ensure the smooth running of our high-class training programme.

Key responsibilities

- Booking/sourcing training venues and catering within agreed budgets, sourcing and updating risk assessment data, completing venue checks and drafting Risk Assessments
- Setting up online meetings and Eventbrite requirements
- Using the Learning Management System (Talent LMS) to create groups for each training date and assigning and tracking pre-course online learning

- Handling communications with local programme co-ordinators and participants
- Supporting the organisation of delivery logistics for training resources, including resolving issues around non receipt of resources and return of excess materials
- Supporting with the setting up, updating and management of training dates trainers, maintaining and reviewing training waitlists
- Ongoing management and tracking of the training schedule to ensure optimum attendance and timings of sessions
- Collating pre and post training information and completing learner journeys
- Assisting the wider Early Years team with administrative tasks as required

You will have:

- Experience as an office administrator
- Excellent communication skills, written and verbal and the ability to interact professionally, with a friendly, approachable manner
- Experience of managing external relationships and contacts
- Excellent organisational skills and time management skills, with meticulous attention to detail, taking a pride in working to a high standard
- Highly competent IT skills – particularly confident with MS Office including Excel and Teams, previous experience of Zoom and online meeting platforms
- Experience of Eventbrite is desirable
- A team player but able to self-motivate and work to multiple priorities
- Experience of databases, handling and analysing data, previous use of a Learning Management System is desirable.
- An interest in literature and the early years development

The post is a hybrid role with regular attendance at Scottish Book Trust offices in Edinburgh.

The post involves occasional travel within Scotland and out of office hours work from time to time including occasional evenings and weekends.

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

Flexible working options are available.

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: £24,547 FTE, / £17,258.43 for 40 working weeks plus 5.7 weeks annual leave

Hours of work

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

Contract type

A fixed term contract of 40 working weeks, 28 hours per week.

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 (160 hours). These hours are to be used for our annual Christmas closure. All must be used before the start of the summer term.

Suggested hours of contract are as follows but may change with the needs of the staff member, team and local authority school term dates.

Term	Date from	Date to	Worked (weeks)	Unworked (weeks)	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	

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