

## **Job Description Early Years Trainer**

**Salary:** Grade 3 - £21,500 - £25,999 (pro rata)

**Hours:** 14-28 hours (2-4 days) per week, 2 year fixed term contract

### **Job Summary**

The post is part of the Early Years Team and delivers a range of early years training and ongoing support activities for Bookbug practitioners from a broad range of sectors and partner agencies, including libraries, early education, the NHS and third sector organisations. The training covers a range of topics to support professionals to engage families with the benefits of sharing stories, songs and rhymes.

The post also works on discrete projects which support professionals and volunteers with ongoing Bookbug training and development.

The post holder supports local authority Bookbug Co-ordinators and other key stakeholders to advocate for the Bookbug programme, including facilitating shared practice events and promoting regional networks.

The post sits within the Early Years Outreach Team and is managed by the Early Years Outreach Manager. The post holder will also work closely with the Early Years Programme Development Manager on specific project work, including quality assurance and programme development.

### **Key Responsibilities**

- Deliver Bookbug training using a variety of methods including face to face and online (e.g. webinars)
- Assist with planning and delivery of regional Shared Practice events
- Support local Bookbug Co-ordinators to maximise the impact of training and make connections between different aspects of the programme
- Provide support and follow-up with delegates who have recently attended Bookbug training
- Support the line manager to implement different types of ongoing support for trainees
- Report on progress towards outcomes using evidence of impact and good practice
- Support programme development and identify improvement opportunities
- Support the Early Years Outreach Manager with other tasks, as required, to achieve the aims of the Bookbug Outreach Programme.
- Represent Scottish Book Trust at external events and conferences, advocating for the Bookbug Programme.

### **Knowledge, skills and experience**

- Proven record of delivering effective training to professionals and volunteers. (Experience in a range of sectors 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)

- Competent 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 as part of the wider Scottish Book Trust team
- A full, clean UK driving licence and access to a vehicle insured for business use is a requirement.

**Other information**

The role is home-based, working remotely from the Scottish Book Trust Edinburgh Office and involves travel throughout Scotland, as well as travelling to team meetings in Edinburgh on a regular basis. Remote meetings via telephone or Zoom will be used to keep in touch at other times. Each trainer role will be designated a geographical region which will encompass several local authority areas, and the majority of training and other duties will be within these areas. Occasional evening and weekend work will be required.

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

Please indicate in your application how many days per week you would like to work if successful (i.e. 2,3 or 4).

Appointment to the post will be conditional upon securing satisfactory Basic Disclosure from Disclosure Scotland.