



# HR Co-ordinator 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. From introducing books and storytelling to pre-school children 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.

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. Our book-gifting programmes through Bookbug and Read, Write, Count reach over 310,000 children across Scotland every year.

You'll find us in schools, and libraries and at community events. You'll find us in towns, and cities and in isolated, rural communities. And you'll find us bringing books to life for 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](#)



## **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. Our staff contribute and test out ideas and we encourage this approach in our partners.

### **Bold**

We tackle challenging issues, set high standards and ask difficult questions of ourselves and of others. We create a culture of openness and ambition within our organisation.

### **Collaborative**

Our partnerships are one of our most valuable assets. Successful collaboration is fundamental to our achievements, our development and our 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 70 staff across:

- Four programme teams supporting Early Years, School Communities, Reading Communities and Writing Communities
- 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 our team](#) on our website.

We have staff working for us across Scotland. We support flexible working with 16 part-time staff and 18 staff working compressed hours. Whilst we encourage staff to spend time in our office in central Edinburgh to collaborate and share ideas, we also support hybrid working. On average, most staff spend one to two days per week in the office. 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 staff with different backgrounds and experience are more likely to encourage debate and to make better 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

We have an excellent opportunity for you to support Scottish Book Trust as an HR Co-ordinator. This position offers a superb learning environment and an opportunity for exposure to all generalist HR activities.

Working as part of the Operations Team and reporting to the HR Advisor, the HR Co-ordinator will support the HR function by providing high quality administrative and advisory support.

The HR Co-ordinator will support staff with their HR-related queries and will provide advice where possible or escalate to the HR Advisor when necessary. The post-holder will ensure all aspects of the employee life cycle are followed in line with the organisation's policies and procedures. The HR Co-ordinator will assist with all aspects of the HR function including recruitment, onboarding, annual leave and other absence, issuing contract documentation and maintaining HR records.

### Key responsibilities

- Provide advice and guidance in response to general HR-related enquiries
- Support the end-to-end recruitment process, including analysis of monitoring forms for EDI purposes
- Organise and maintain confidential staff records, including initial audit
- Maintain HR recording systems and HR process systems, e.g. BreatheHR, Monday.com
- Complete pre-employment checks
- Prepare HR documents, e.g. contracts, salary letters, maternity letters
- Co-ordinate induction/onboarding programme, liaising with new starter, line manager, office manager and buddy
- Answer day-to-day staff queries on HR processes and provide training to support staff to maximise use of our HR portal (BreatheHR)
- Collate monthly payroll information, such as new starts, salary changes
- Maintain template documents, checklists, HR policies and procedures to ensure they remain current and up-to-date, and assist the HR Advisor with the development of new policies and procedures, as required

- Support the development and implementation of HR initiatives
- Support the general work of the Operations Team including providing cover for the HR Adviser or Office Manager as required

All posts will meet the following requirements:

- To contribute to our understanding of diversity and its impact on our beneficiaries and stakeholders to inform our programme activities
- To respect our policies and procedures with reference to safeguarding, child protection, equality, diversity, and health and safety
- To support us on our journey to fulfilling our target for net zero emissions of all greenhouse gases by 2045

You will have:

- CIPD Level 3 or equivalent operational experience and knowledge of HR
- Excellent administration and organisation skills
- Excellent communication skills, both written and verbal
- High level of accuracy and attention to detail
- Ability to work with confidential information, recognising what constitutes confidential information and always maintaining confidentiality
- Experience using Microsoft 365 including Word, Excel, PowerPoint, Teams
- Experience of updating and maintaining databases

## **Benefits**

### Location

The role is blended between our Edinburgh Office and home. The office is in Edinburgh City Centre, with great access by train, bus, and tram.

### Salary

Grade 3, Salary Band £23,000–£28,349 FTE, pro-rated to £18,400–£22,679.

### Hours of work

28 hours per week. We are open to a discussion about a flexible working pattern.

### Contract type

Permanent.

### 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 37 days 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 must be taken 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. For this role the pro-rated allowance is 29.5 days.

### 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 assistance programme and a Bike 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. As well as telling us about your qualifications and work experience, you will be asked to complete a Personal Statement explaining how your skills and experience meet the criteria set out in the job description.

On the application form we will also ask 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.

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](#).

We recognise our responsibility in protecting vulnerable groups. Appointment will be conditional on securing basic clearance from Disclosure Scotland.

For any additional information please email [recruitment@scottishbooktrust.com](mailto:recruitment@scottishbooktrust.com)