



# HR Advisor 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 are fortunate that our organisation has a strong sense of purpose and a clear set of values. We are looking for a HR advisor to help us bring these values to life for staff:

### 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, Building & Office management and IT support.

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 19 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 across our teams.

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

Do you think you are someone who could support our staff to thrive in a hybrid environment and help us create the conditions for our people to do their best work?

Our staff are our greatest asset and are crucial to the successful delivery of our programmes and future development of our organisation. We want to provide our staff with an environment where they enjoy their work, have an opportunity to grow and develop, whilst playing to their strengths.

Our People strategy focuses on the following themes:

- What is the experience we want to create for our staff?
- How can we attract and retain the people we need?
- How do we create an environment where people can do their best work?
- The more inclusive we are the better our work will be.

Current initiatives include:

- Creating a social learning platform that can be used to provide our people with learning resources
- Implementation of a new approach to Performance Management focusing on coaching, frequent check-ins and timely feedback
- Reviewing our onboarding approach to ensure our people are having a great experience and settle into the organisation as soon as possible

**What matters to us** is someone who demonstrates:

- A real interest in what we do.
- A progressive, non-bureaucratic approach to HR.
- Experience of the latest HR trends but in practical terms – not just a theory.
- You can think big picture and long term but can still roll your sleeves up and do what is needed to make your team successful.
- You're known for your resourcefulness and creativity.

- You're a natural influencer and instill trust with everyone you interact with.
- You can support people through change with relative ease.

We have an excellent opportunity for you to join Scottish Book Trust as an HR Advisor with exposure to all generalist HR activities. You will support the Director of Finance and Operations (DFO) in providing a comprehensive HR support service for the charity and creating an environment where staff can enjoy & do their best work.

This includes managing and improving HR processes for the organisation, ensuring legal compliance and confidentiality are maintained. The role provides HR generalist first level support and advice to staff and managers.

The post holder will have line management responsibilities for the HR Co-ordinator.

### Key responsibilities

- Manage and improve the HR processes for the organisation such as induction, performance management, career progression, disciplinary, succession planning and staff engagement.
- Provide innovative, informed and pragmatic solutions to a variety of HR issues taking full account of internal policies, HR best practice, legislative practice, equality and regulatory requirements.
- Supporting DFO with development of HR strategy and HR initiatives.
- Use data and insight to help us understand how our people feel, what they need and how we are doing.
- Managing staff relationships, responding to any queries or problems that they have and managing their expectations. Handling HR matters reliably, confidentially and in accordance with legal requirements.
- Design initiatives that encourage our people to take ownership of their own performance, careers and learning, but providing them with a range of different options, resources, and experiences.
- Offering day-to-day first line advice to managers on our HR policies and practices and provide support in sensitive situations.

- Provide development for our managers to support them with their team's development and learning including how to facilitate team reviews, setting goals, and having regular coaching conversations.
- Work with managers to identify and develop their talent and ensure we create development experiences for all our people e.g. learning resources, peer to peer learning, mentoring, job shadowing, projects etc.
- To line manage the HR Co-ordinator to ensure effective delivery of the day to day HR processes as well as supporting their training and development.
- Supporting our Equality, Diversity and Inclusion group to develop learning interventions to raise awareness, encourage open and honest conversations and allow our people to be themselves at work.
- Engaging and communicating with staff about wellbeing, to raise awareness and to identify additional policies and initiatives that may promote health and wellbeing.

#### We are looking for:

- A CIPD qualified HR advisor or have relevant proven experience to demonstrate a similar level of competence.
- Knowledge of best practice in HR and Equality, Diversity and Inclusion.
- Ability to work collaboratively across the organisation, crossing departmental boundaries and establishing rapport with a diverse range of staff
- An excellent relationship builder and communicator, with the ability to move between listening to, guiding and coaching others at all levels
- The ability to make quick, sound decisions based on knowledge and judgment
- Common sense – always spot opportunities to simplify and improve processes to drive better results
- Excellent communication and presentation skills to communicate complex and potentially emotionally laden topics in a clear and inspiring manner across various audiences
- Analytical skills to analyse and interpret data and drive actions based on it



- Experience of researching, designing and developing policies and initiatives in small organisations

The HR function is part of the Finance & Operations team who provide a range of services to the organisation including Finance, HR, Commercial, Building & Office Management and CRM.

We encourage you to apply even if you don't meet all the requirements. If you want to discuss the role prior to applying, please email

[recruitment@scottishbooktrust.com](mailto:recruitment@scottishbooktrust.com)

We will work with the successful candidate to put a development plan in place to ensure training needs are met.

## **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 5 Salary Band £31,000–£36,999 FTE.

### Hours of work

35 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.

## 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)