



Job Description – General Manager

Title of post:	General Manager
Accountable to:	Chief Executive
Conditions:	Permanent
Hours:	Full-time (35 core hours per week), full year, including evenings and weekends when required
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Supervision of:	Administrator and Marketing Assistant, Community Engagement staff
Salary Scale:	£31,000-36,000 – dependant on experience
Holidays:	24 days per annum plus public holidays

Starcatchers is Scotland's National Arts and Early Years organisation. We champion world-leading arts and creative experiences for Scotland's youngest children, aged 0 -5 and their parents, carers and educators that are created by exceptional artists who are inspired to make work for and with this audience. Starcatchers is recognised around the world as being at the forefront of artistic practice for Early Years.

We exist to apply the transformational power of the arts to support improved outcomes for our youngest children. Since 2006, we have successfully pioneered methodologies of engaging with and making high quality performances for babies and young children aged 0-5 years and their grown ups in communities across Scotland. We work in partnership with children, families, childcare settings, staff, artists, other Third Sector and arts organisations to deliver an evolving programme of activity that is supported by robust evaluation and research.

Our work is delivered through three core pillars of activity:

- **Producing and Touring** – Producing and touring high quality, innovative productions and experiences across Scotland, and the rest of the world
- **Community Engagement** – Community engagement programmes offering consistent contact between artists, very young children and their parents and carers



- **Professional Development** – Professional development programmes that build confidence and capacity in the Early Years workforce and inspire artists to develop their practice

For further information about Starcatchers, please visit www.starcatchers.org.uk

Primary Purpose

To work with the Chief Executive and Senior Management Team in delivery of Starcatchers strategic plan, taking the lead on company management, finance and HR responsibilities.

The General Manager will deputise for the Chief Executive in their absence ensuring that delivery and objectives continue to be met and opportunities fully explored.

Senior Management Team is comprised of; Chief Executive, General Manager, Communications & Marketing Manager, Development Manager, Creative Skills Manager and Producer.

Specific Duties and Responsibilities

Company Management

- To work with the Chief Executive to maintain and develop existing organisational and administrative systems
- To oversee the coordination, implementation of these systems across the organisation
- To implement the Strategic Plan and leading on key projects or initiatives as required
- To ensure annual insurance is up-to-date and meets the needs of the programme of delivery
- To manage relationship, leases and service agreements with Landlords and storage providers
- To ensure the Health & Safety policy is maintained and implemented in accordance with best practice and all activity is planned to include risk-assessment and compliance with Health and Safety and event management regulations
- To lead on the implementation and evaluation of a robust environmental policy
- To lead on the implementation and evaluation of a robust Equalities, Diversity and Inclusion (EDI) policy
- To play an active role in the strategic development of Starcatchers as a member of the Senior Management Team



- To manage general HR including day-to-day staffing, annual leave, salaries
- To ensure that staff contracts, policies and procedures are developed in accordance with best practice and maintain the Company Handbook accordingly
- To manage all recruitment for the organisation, in accordance with the EDI policy, ensuring a consistent and fair approach is implemented to staff recruitment
- To ensure all new staff and lead artists are inducted in line with procedures
- To work with the Chief Executive to manage disciplinary issues and support staff welfare
- To provide line management support to Administrator & Marketing Assistant
- To support the Community Engagement team until resource is secured for a Head of Community Engagement post.

Finance

- To manage the finances of the organisation and provide accurate financial information, including management accounts, to an agreed timescale
- To work in consultation with the Chief Executive to create annual budgets
- To support the Administrator in processing invoices
- To oversee project budgets and core expenditure
- To ensure sound financial processes are in place and implemented
- To work with the company accountants in the preparation of the year-end accounts process
- To work with the company accountants, to prepare and submit annual Theatre Tax Relief claims

Fundraising

- To support the organisation with key fundraising applications, events or relationships
- To prepare budgets for applications
- To support or lead on reporting to funders as required

Governance

- With the Chief Executive, report to the board on Starcatchers activities, finances and plans, including preparation and presentation of management accounts and financial projections and forecasts as required
- To manage all annual reporting and communications with OSCR, HMRC and Companies House

General

- To fully participate in company meetings and events as required
- To contribute to the on-going fundraising of the organisation as required
- To attend relevant training as and when required



- To positively represent Starcatchers at events
- Any other duties appropriate to the post and organisation

Essential Skills and Experience

- Experience of managing an arts or Third Sector organisation
- Excellent administration, organisational and management skills
- Excellent communication and influencing skills
- Excellent understanding and experience of financial accounting and accounting software
- Experience of HR and people management
- Good IT skills
- Experience of managing multiple priorities and being able to work with tight deadlines
- An ability to work as part of a small team and build relationship with external partners and stakeholders

Desirable Skills and Experience

- Knowledge of Quickbooks accounting software
- Knowledge of Theatre Tax relief system
- Knowledge of best practice and sector requirements for good governance, recruitment, health and safety etc
- Knowledge of the children's arts sector in Scotland
- An interest in Early Years
- Experience of managing funding from a range of sources

Personal Qualities

- Leadership skills
- Ability to think strategically and imaginatively
- Approachable, empathetic manner
- Analytical and problem-solving skills
- Energy and commitment

To apply, please complete an application form and return it to:
Jo King at recruitment@starcatchers.org.uk by Thursday 6th December at 9am.

CV's will not be considered.

Interviews will be held on week commencing 10th December.

Expected start date - 7th January 2019.

Starcatchers is an equal opportunities employer.

General Manager November 2018

