



# GENERAL MANAGER

FULL TIME PERMANENT ROLE

INFORMATION PACK

May 2021

SCOTTISH  
YOUTH  
THEATRE

# GENERAL MANAGER

## JOB DETAILS

Contract	Full time permanent contract
Salary	£30,900 per annum
Hours of work	37.5 hours per week
Annual leave entitlement	29 days inclusive of public holidays
Responsible to	Chief Executive

## BACKGROUND

Scottish Youth Theatre exists to support aspiring and emerging artists in Scotland, aged 14-25, across intersections and geographies, investing in them to become theatre makers, cultural leaders, activists and agents of change.

With a national focus, we explicitly create frameworks that enable young people to engage in projects and programmes that match their needs, interests and levels of experience. In 2021 Scottish Youth Theatre deeply connects with the most pressing issues of the day for young people. We pride ourselves on creating the right environments for young creatives to flourish. Participants are at the helm of their own creative journeys and the work they make as individuals, small collectives and in ensemble groups, is their opportunity to interrogate, question and reflect on ideas and concerns that matter to them. We match them with experienced professionals to broaden their artistic horizons, challenge their assumptions and amplify their individual and collective voices.

## THE ROLE

Our current Finance Director, Caroline Cosgrove, will be leaving the organisation after 25 years of service. This is a reshaped role designed to meet the changing needs of the organisation.

Working closely with the Chief Executive, you'll be an individual who enjoys being that safe pair of hands, maintaining the systems and frameworks for the whole team to thrive and providing rigour in areas of company compliance and business planning. You'll be the kind of person who thrives on collaboration with colleagues and equally comfortable driving things forward independently. You'll be particularly good with the fine detail of budgets and accounting and relish a good spreadsheet to support financial planning and tracking. A problem solver, rather than problem bringer, you'll understand your important contribution to organisational development and realising new company ambitions.

Candidates shortlisted for interview will be given the opportunity to meet individually with the outgoing Finance Director on Tuesday 22 June.

## LOCATION

The company is based in Glasgow and works nationally across Scotland. The role is flexible in terms of work location which will be negotiated with the right candidate. As we emerge from Covid restrictions, it is expected there will be a mix of remote and in-person working; the successful candidate must therefore have the capacity to travel to meet face to face with other team members as and when required.

## START DATE

The preferred start date for the successful candidate is **9 August 2021** to allow handover time with Caroline before she leaves in early September.

# SCOTTISH YOUTH THEATRE

## CONTRACT

Full time permanent contract

## ANNUAL SALARY

£30,900

## HOURS OF WORK

37.5 hours week

## ANNUAL LEAVE ENTITLEMENT

29 days per annum inclusive of public holidays plus 1 additional day per full year of continuous employment to a maximum of 5 additional days

## RESPONSIBLE TO

Chief Executive

## RESPONSIBLE FOR

Operations Manager

## VERSION DATE

May 2021

# General Manager JOB PROFILE

## JOB PURPOSE

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To ensure the financial and administrative integrity and legal compliance of Scottish Youth Theatre, implementing effective policies and systems as a supportive framework for the company to thrive.

## OBJECTIVES

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### Governance & Compliance

- » Work with the Chief Executive and Board members to deliver proficient operations of the company and Board
- » Ensure company compliance with appropriate charity and legal frameworks
- » Manage all financial activity of the company, ensuring legal compliance and financial probity at all times

### Strategy & Policy

- » Contribute to development and business planning processes with a particular focus on company finances
- » Manage the policy review schedule to ensure core staff keep all policies updated in line with company and legal requirements and according to the approval cycle by the Board
- » Lead on employment/HR policies, GDPR and Health & Safety policy changes and implementation
- » Act as the senior role for Disclosure processing

### Operations

- » Effectively manage the company's administration, IT, HR and financial functions to achieve efficient running of the organisation in collaboration with core staff colleagues
- » Lead on budgeting and financial reporting including management accounts, cashflow, grant reconciliation and annual audit processes
- » Lead on managing company resources and service contracts

### Company Values

- » Champion company values through all aspects of the work
- » Embed company values in all areas of administration, HR and financial operations

## PERSON SPECIFICATION

### KNOWLEDGE & EXPERIENCE

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- » Strong working knowledge and experience of the requirements of arts and charity accounting, including the production of management and annual accounts
- » Experience of ensuring legal compliance, implementing procedures and reporting in a range of operational areas, including health and safety, finance, data protection and human resources
- » Experience of using accounting packages
- » Experience of policy development, implementation and review
- » Sound knowledge of legal requirements within the arts and/or charitable sectors
- » Good understanding of the requirements of HMRC compliance including payroll and VAT
- » Applied knowledge of good HR practice

### SKILLS & QUALITIES

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- » Ability to think strategically and positively contribute to business planning processes
- » Ability to design, implement and review appropriate systems across a range of contexts that are responsive to the needs of colleagues
- » Strong attention to detail and committed to achieving accurate results
- » A natural collaborator, able to contribute to effective team dynamics in a range of contexts
- » Ability to assess difficult situations and take appropriate steps to resolve them
- » Able to act with appropriate levels of discretion and confidentiality in handling sensitive data and information
- » Confidence with IT

### REQUIREMENTS OF THE ROLE

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- » Directly relevant experience in a work context with progression to an appropriate level
- » Ability to work from different locations and represent the organisation when required
- » Ability to work flexibly and undertake some evening or weekend work

This role involves regulated work with children and as such, the successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be administered by SYT before a firm offer of employment is made).

### CORE COMPETENCIES

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- » Consistently aims for the best possible outcomes for young people
- » Respects all values and viewpoints
- » Communicates effectively with all stakeholders
- » Seeks opportunities for improvement, anticipating and planning for potential challenges
- » Makes sound, timely and appropriate decisions
- » Prudent with organisational resources
- » Seeks feedback and responds positively

- » Focuses on solutions
- » Continually updates skills and knowledge
- » Takes appropriate levels of initiative
- » Asks for help when under pressure and helps others when they are under pressure
- » Demonstrates flexibility where required to do so
- » Thrives on collaboration
- » Has a positive perspective on change

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## HOW TO APPLY

Please send the following:

- A letter of application (**maximum three 3 sides A4**), clearly demonstrating how you meet the requirements of the role as laid out in the Job Profile above, with particular reference to the **knowledge, experience, skills and qualities** in the person specification.
- Your CV, **maximum four sides A4**.
- The name and contact details of 2 referees (referees will not be contacted prior to interview)
- Confirmation that you are available for interview the morning of Wednesday 23 and/or the afternoon of Thursday 24 June 2021

Please send your application to Jacky Hardacre, Chief Executive [jacky@scottishyouththeatre.org](mailto:jacky@scottishyouththeatre.org) marked **General Manager Application**. Receipt of all applications will be acknowledged.

<b>Application deadline</b>	5.00pm, SUNDAY 13 JUNE 2021
<b>Interviews (online)</b>	WEDNESDAY 23 (am) & THURSDAY 24 (pm) JUNE 2021
<b>Start date</b>	MONDAY 9 AUGUST 2021

Scottish Youth Theatre respects and adheres to Equal Opportunities legislation, in particular the Equality Act 2010. Shortlisted candidates will be asked to demonstrate their eligibility to work in the UK.

In recognition that recruitment can be used as a tool of inclusion and exclusion, we reserve the right to use recruitment to address under-representation through targeted recruitment and/or positive action.

**SCOTTISH  
YOUTH  
THEATRE**

**Scottish Youth Theatre**  
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[www.scottishyouththeatre.org](http://www.scottishyouththeatre.org)

Scottish Youth Theatre Limited, registered in Scotland SC64430  
Registered Scottish Charity SC014283