

General Manager Job Description  
Licketyspit Theatre & Play Company  
Home of Storyplay Scotland

## General Manager Job Description

Licketyspit is a small dynamic and pioneering theatre and play organisation with 20 years' experience. Our work is firmly rooted in the arts and our child centred Storyplay approach has increasingly informed a highly developed understanding of how we can support the development, wellbeing and happiness of early years children and their families and communities. Licketyspit is a national company based in Glasgow where it has strong connections with local and national partners and our large Children & Families' Network who share our aims and ethos.

Licketyspit is a friendly organisation that fosters collegiality while recognising specialist skill areas. We are seeking an experienced and highly motivated General Manager who will have a high level of responsibility and work closely within our core team at the heart of our wider network of freelance actor-pedagogues and Associate Artists. Licketyspit has an active and supportive Board of Directors.

The main focus of the General Manager will be finance and operational over-sight, working closely with the Artistic Director/CEO to support company development and fundraising. Licketyspit is closely connected to its key stakeholders and their appreciation and insight into our work is highly rewarding for the staff team.

### 1. Main duties and responsibilities

- Operational management of the day to day running of the organisation.
- Collaboration on strategic development and fundraising.
- Play a key role in the robust management of company projects and activities.
- Oversee the delivery and administration of Licketyspit projects and productions.
- Draft and oversee financial budgets and controls in relation to all operations, reporting directly to Artistic Director.
- Provision of bi-monthly monitoring, managing and reporting on cash-flow to CEO/Board of Directors
- Work closely with accountant to prepare annual accounts.
- Ensure that all activities comply with Licketyspit policy and procedures including Child Protection, GDPR, Equal Opportunities and Diversity

### 2. Other duties to support Licketyspit

- Advocacy and liaison with strategic partners.
- Contribute to data capture, monitoring and evaluation, including report writing
- Contribute to Licketyspit events, advocacy, presentations and workshops
- Contribute to data capture and monitoring
- Contribute to Licketyspit meetings and processes, including reporting to senior management and Board of Directors (Track your own progress and have overview of day-to-day and long-term goals)
- Contribute to overall outcomes of organisation

### 3. Person Specification and Qualifications:

#### Essential

**Educated to degree level or equivalent in relevant subject or field**

#### **Organisational skills and experience**

- Strong and proven skills and experience in project management and delivery
- Strong administrative skills
- Excellent time management and organisational skills
- Ability to self-manage and operate effectively in a dynamic arts and play organisation environment.
- Ability to work as part of Licketyspit team to manage working relationships with colleagues and freelance employees.
- Experience of contributing to strategic development.

#### **Finance and Fundraising skills**

- Proven and strong ability to create and manage budgets and comply with financial procedures.
- Skills to contribute to company fundraising including applying for grants, income generation and securing other forms of financial support.

#### **Communication skills and experience**

- Excellent communication, interpersonal and presentation skills - verbal and written
- Ability to build effective working relationships with partners and collaborators across sectors
- Insight and awareness of people from a Global Majority background
- At ease engaging in communities which experience high levels of poverty, isolation and/or trauma.

#### Desirable

#### **Children and children and family services**

- Experience and understanding about early years children and families
- Interest in social justice and children's rights.
- Knowledge and understanding of children's sector in Scotland and elsewhere
- Knowledge of Scottish Education system.

#### **Children's arts and play**

- Knowledge of arts for children in Scotland and elsewhere.
- Experience of working in arts and play organisations

### 4. Summary Terms & Conditions of Employment

Hours	37.5 per week (scope to explore job-share and some flexible working)
Salary	£34,000 - £37,000
Annual Leave:	25 days/year plus 9 days public holidays per year pro rata.
Pension:	Contributory Pension in place

Probation period: 3 months.  
Location: Post based at Licketyspit office in Glasgow with some scope for home working if mutually agreed.  
Reports to: Artistic Director & CEO. Mentoring support from nominated Board member.

Licketyspit is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

Full-time post. Being hired on a twelve-month fixed term contract (with a view to renewal)

Licketyspit is open to considering a job-share.

---

## Introduction to Licketyspit

### **Licketyspit Theatre & Play Company** *Home of Storyplay Scotland*

*Opening doors to imaginary playworlds to unlock the limitless possibilities of children!*

Licketyspit is a national centre of excellence for innovative children's rights-based engagement through the unique 'Storyplay' approach and methodology. Storyplay is a drama-led play approach led by specialist actor-pedagogues using games, rhymes, songs and imaginary play activities including dressing-up and reflective drawing .

Our specialism is Early Years and all of our work has been developed in Scotland in consultation with 3-7 year-olds. Our Lickety Playcard games scaffold inclusive play where participants can develop in a safe space at their own rate. We are scrupulously fair – which we have found to be the key to supporting the fullest group participation. In Storyplay there are no winners or losers, no-one needs to raise their hand to ask for a turn, no answer is ever wrong. In Storyplay all we need to play is each other and we can BE anyone, DO anything and GO anywhere – if we can do this in play, we can do it in life!

Storyplay is delivered across a range of connected Licketyspit programmes.

Licketyspit works with local and national partners to support Children's Rights-based practice and delivers child consultations in support of UNCRC implementation for national/local government through 'Have your Say Through Play'.

Licketyspit's Children & Families Network supports nearly 900 families (in SIMD 1 & 2) who share our Storyplay ethos. Parents, children and community volunteers train as Storyplay Champions to support sessions alongside our actor-pedagogues.

Licketyspit has 6 Porridge & Play community hubs in Glasgow (Bridgeton, Castlemilk, Cranhill, Govan, Maryhill & Whiteinch) and continues to deliver projects online, as well as in schools and nurseries. We also deliver

training in Storyplay pedagogy and recently finished a national training partnership with Scottish Women's Aid.

We will be having our first Storyplay Symposium in November.

Robust evaluations demonstrate Storyplay has an accelerated impact on children's confidence, social skills, mental, emotional, and physical wellbeing, language and literacy. Storyplay builds resilience, strengthening relationships between children and within and among families and communities, fostering self-worth, belonging and reciprocity.

"The work of Licketyspit is of a depth and caliber which has the kind of quality which is rarely found. It now needs to become part of practice in every group setting working with children 3-7 years. The more parents and practitioners understand and act on the work of Lickety spit, the more young children will be given educational experiences which will serve them well for the rest of their lives." Professor Tina Bruce CBE, Froebel Trust

For more information please see the Licketyspit website : [www.licketyspit.com](http://www.licketyspit.com)

1. Big Porridge & Play Glasgow 2022 - [5min promo](#); [20min documentary](#)
2. New Scot Integration Project film 2022 – [5min promo](#); [20min documentary](#)
3. [Stories of Resilience Film](#) 4min film showing online Storyplay with refugee families.
4. [Children & Families Network](#)
5. [Family Art Voyage](#) – Webpage with blogs/pics about project with range of artists selected by children to lead workshops in their own practice within the Storyplay framework.
6. [New Scots project](#) – Webpage explaining Porridge & Play Hubs project
7. BPPG 2019 film about Big Porridge & Play Glasgow – showing Storyplay in action with Glasgow families, inc participant & volunteer reflections: <https://vimeo.com/360782831> password: BigPorridge19
8. [Have Your Say Through Play](#) Film demonstration and child consultation reports.
9. [Happening Now](#) Blogs/photos/video of current New Scot delivery.
10. [Glasgow Storyplay City](#) Explanation of concept and examples.
11. [Children's Rights approach](#)