

The background of the entire page is a photograph of two young children. On the left, a girl with dark skin and braided hair is wearing a red headband and a red shirt. On the right, a boy with light skin and short brown hair is wearing a dark blue shirt. They are both holding a large, golden, circular object that looks like a piece of wood or a large ring. The boy's shirt has the words "FIND", "HAPPY", and "KIND" printed on it in yellow. The girl's shirt has a red heart on it. The background is a warm, orange-toned indoor setting.

# **STARCATCHERS**

## **GENERAL MANAGER RECRUITMENT PACK 2025**



# ABOUT STARCATCHERS

We champion exceptional, innovative arts and creative experiences for our youngest children, those aged from birth to 5 years old and their parents and carers. The voice, needs and interests of this audience are at the heart of all our activity, providing inspiration and provocation in the development of projects and programmes. Our work is created by highly specialist artists who are attuned to the requirements of making work for and with this unique age group. Supported by nearly 20 years of high-quality work, evidenced through research and evaluation, Starcatchers is recognised around the world as being at the forefront of artistic practice for Early Years. Our work is delivered through a 4-pillared programme of activity::



## Community Engagement

Developing and delivering long-term programmes that enable consistent contact between artists and the same groups of babies, young children and their parents and carers in areas where there is identified need. Our current focus is on communities in Wester Hailes where we are based, and in Fife where we deliver a programme in partnership with Fife Gingerbread. Community Engagement activity crosses the organisation and there are other smaller projects that connect with other areas of work.



## Producing and Touring

Seeding, developing and producing high quality, innovative theatre and dance performances that are made specifically for the birth – 5 age group which we tour to venues and communities across Scotland, other parts of the UK and internationally. We also provide opportunities for artists to develop their practice making work for and with babies and young children.



## Early Years Development

Providing training and development for the Early Learning and Childcare workforce. This includes provision of our pioneering Creative Skills programme, projects based in childcare settings such as Wee People Big Feelings and bespoke training for ELC settings and voluntary sector organisations



## Advocacy

Campaigns, research and projects that champion the rights of babies and young children to access and participate in the arts. A key focus in recent years has been our Voice of the Baby work with the Royal Conservatoire of Scotland and Queen Margaret University.



# STARCATCHERS VISION AND MISSION

Our vision is that our youngest children, those aged birth-5, fulfil their right to access arts and creative experiences that give inspiration, joy and wonder to early childhood in Scotland.

Our mission is to inspire babies, toddlers and young children by including them in high quality live performances and creative experiences that fulfil their right to access a rich arts and cultural life in Scotland regardless of where they live or their background. Starcatchers offers innovative, beautiful, collaborative arts and creative experiences that babies, toddlers and young children aged birth-5 can share with their parents and carers. Engaging with and participating in these activities brings joy and wonder, fostering the understanding that very young children are creative agents with their own capabilities and voices. Placing the child's voice at the heart of everything we do also means looking after things that are central to children's wellbeing. This means making strong choices to actively support diversity and inclusion so that all babies can grow up in a more equal and just society. It also means a commitment to climate action, carbon reduction and new models of sustainable working.

Starcatchers was founded to provide our youngest children with the opportunity to experience theatre and the arts. Integral to that was the belief that all children, regardless of their age and stage of development, have a right to access arts and cultural life as outlined in Article 31 of the United Nations Convention on the Rights of the Child (UNCRC).

This belief is unwavering. As Scotland incorporates the UNCRC into domestic law, our resolve to ensure that all our youngest children have access to age-appropriate, quality arts and cultural experiences is reinforced.

We believe that Scotland should be the best place in the world to grow up and that Starcatchers, as the National Arts and Early Years Organisation, has an integral role to play in achieving this goal.



# OUR VALUES



## **Creative and Curious**

We believe in the innate creative capacity we all have and we know that nurturing curiosity and asking questions allows us to create and deliver exciting, innovative work.



## **Bold and Brave**

We are unafraid of new ideas and taking risks. We want to be pioneers, challenging perceptions of what can be made or shared with babies, toddlers and young children.



## **Collaborative and Connected**

We celebrate our existing partnerships and seek out new relationships in the knowledge that our work is stronger because we are working with others who have diverse backgrounds and different expertise. We are open and care about those we work with ensuring that all voices are heard and respected.



## **Reflective and Responsive**

We are a reflective organisation. We want to learn from the work we have delivered, understanding the successes and challenges to inform what we do next, and sharing our experience openly so as others can also learn from what we have done.

SCAN ME



For further information about Starchatchers, please scan the QR code or visit [www.starchatchers.org.uk](http://www.starchatchers.org.uk)

# JOB DESCRIPTION

## GENERAL MANAGER

**Title of post:** General Manager

**Accountable to:** Co-Chief Executives

**Conditions:** Full Time

**Hours:** 35 Hours per week including some evenings and weekends when required

**Location:** Edinburgh office at WHALE Arts with some work required across Scotland and possibly internationally. Option to work from home in line with the Blended Working Policy. Employees are expected to be in the office or onsite at least 50% of the time.

**Salary Scale:** £33,600

**Pension Contrirubtion:** Starcatchers will make a contribution of 3% with the employee making a contribution of 5%

**Holidays:** 35 days per year (This includes 11 public holidays and 24 annual leave days). This includes allocated days for office closure over the Festival period.



### STARCATCHERS GENERAL MANAGER - PRIMARY PURPOSE

To support the strategic development of the organisation, whilst managing the day-to-day organisational, administrative and financial systems to ensure the smooth operation of company activity.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Organisational

- To play an active role in the strategic development of Starcatchers as a member of the Management Team.
- To manage all HR for the organisation, including: ensuring a consistent and fair approach to staff recruitment; overseeing induction of new staff; overseeing an appraisals process; manage PVG applications, ensuring that staff policies and procedures are developed and maintained in accordance with best practice.
- To develop and coordinate any appropriate staff training opportunities, in liaison with Co-Chief Executives. To keep staff training records up to date.



- To lead on maintaining, reviewing and implementing all company policies and procedures, including but not limited to Environmental, Equalities, Diversity and Inclusion, Fair Work, Safeguarding, Health and Safety.
- To contribute to management and coordination of Board of Trustee activities, meetings and reporting as required.
- To work with the Management Team and Freelance Fundraiser to support fundraising activity, including: writing some applications, contributing to application processes; contributing to relationship management and managing reporting processes.
- Manage the freelance bookkeeper and other operational freelancers, for example fundraiser. This currently no specific line management of staff, but may be in future, for example an administrative assistant.

### **Administrative**

- Acting as point of contact for business premises rental contracts and relationships, this includes rented storage space.
- To support the organisation to maintain robust organisational and administrative systems, including developing and implementing new/updated systems in response to organisational need. Including:
  - Management of Company Schedule
  - Arranging Full Teams meetings
  - Management of all contracting through DocuSign
  - Annual Insurance
  - Subscriptions eg. Disclosure Scotland, Information Commissioners Office
  - Organisational Memberships eg Together, Children in Scotland, FST
- To manage office and I.T. use, including: working with the I.T. support company to ensure systems are effectively utilised and up-to-date

### **Financial**

- To manage the day-to-day finances of the organisation, including working with the Freelance Accountant and Chief Executives to ensure robust financial management of the organisation, for example:
  - Overseeing Financial Controls Policy and required fraud checks
  - Contributing to Theatre Tax Relief claim
  - Processing GiftAid claims as required
  - Managing donations platforms
  - Payment of invoices, in line with processes and day to day banking
  - Annual reporting and communications with OSCR, HMRC and Companies House
  - Submitting Annual Corporation Tax return
- To work with the Co-Chief Executives and the Freelance Accountant and company Auditors in the preparation of the year-end audit process.

### **General**

- To represent Starcatchers at external meetings and events.
- To attend relevant training and development opportunities as appropriate for the role and in liaison with the Co-Chief Executives.

## SKILLS AND EXPERIENCE

### Essential

- Experience of management within an arts or Third Sector organisation
- Excellent administration, organisational and management skills
- Experience of fundraising and income generation
- Excellent communication and influencing skills
- Experience of managing multiple priorities and being able to work to tight deadlines
- Experience of report writing and relationship management
- Experience of HR and people management
- Experience of managing budgets
- Knowledge of basic financial accounting and accounting software, ideally Quickbooks
- An ability to work as part of a small team and build relationship with external partners and stakeholders
- Excellent IT skills including Word, Excel and PowerPoint

### Desirable

- Knowledge of Safeguarding practices and Disclosure
- Knowledge of Microsoft 365 (Teams, Outlook, Word, Excel).
- Knowledge of the children's arts sector in Scotland
- An interest in Early Years

### Personal Qualities

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





## TO APPLY

To apply for the role please provide your CV (max of 2 A4 pages), a covering letter (max of 2 A4 pages) outlining your experience and how you fit the criteria outlined in the job spec. There is an option to provide your application in video format if you would prefer this method in place of a written statement.

Please send completed applications to Jennifer Phillips at [jennifer.phillips@starcatchers.org.uk](mailto:jennifer.phillips@starcatchers.org.uk)

We also ask all candidates to complete a short equal opportunities survey on Survey Monkey so we can anonymously collect information to enable us to monitor the effectiveness of our equal opportunities policy. This information is anonymously stored and for statistical purposes only.

Please follow this link to complete the survey <https://www.surveymonkey.com/r/RTPD8XK>

If you have any questions about the role or would like to discuss any aspect of the job in advance of an application, please email [jennifer.phillips@starcatchers.org.uk](mailto:jennifer.phillips@starcatchers.org.uk)

**Closing dates for applications is 12th May 2025.**

**Interviews for the role will be held on the afternoons of Monday 19th and Tuesday 20th May** at Starcatchers Office, Whale Arts Agency, 30 Westburn Grove, Wester Hailes, EH14 2SA.







**STARCATCHERS.ORG.UK**



@starcatchersuk

Registered and mailing address:  
Whale Arts Agency, 30 Westburn Grove,  
Edinburgh EH14 2SA



Starcatchers Productions is a limited company,  
registered in Scotland (SC392561),  
and a Scottish-registered charity (SC042222).