



Job Description – Expecting Something Co-ordinator

Title of post:	Expecting Something Co-ordinator
Accountable to:	General Manager
Conditions:	Fixed term contract to 31 st March 2019 (with 3 month probationary period)
Hours:	Full time (35 hours per week) including evening and weekend when required
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Salary scale:	Circa £24,000 pro rata depending on experience
Pension:	Workplace pension provided through The People's Pension
Holidays:	24 days per annum plus 11 public holidays

Starcatchers

Starcatchers is Scotland's National Arts and Early Years organisation. 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.

Starcatchers delivers its work through 3 core pillars of activity:

- **Producing and Touring** – commissioning, producing and touring innovative, high quality, inspiring productions and installations to venues and communities across Scotland and internationally
- **Community Engagement** – programmes and projects that enable artists to work in communities and enable them to explore practice and form supported by research and evaluation to inform their practice and show the impact on babies, toddlers and young children of long-term engagement with artists and artistic practices
- **Professional Development** – programmes to support artists and Early Learning and Childcare practitioners to develop their creative practice and build the capacity of the arts and Early Years sector in Scotland

Expecting Something

Expecting Something is one of Starcatchers' flagship Community Engagement projects. The project works with new and expectant parents under 25 and their babies in Wester Hailes, Edinburgh and Lochgelly, Fife, providing a weekly safe space to spend time with their babies and peers whilst engaging in artist-led creative activities.

Expecting Something Co-ordinator May 2017

The participants we work with are a recognised group of young people who may be at risk, come from areas of deprivation or have limited life choices. They are often the most disengaged within their communities and live with or experience chaotic lifestyles. They are often the hardest to reach in terms of age and lifestyle and are in greatest need of support. The opportunity to participate in Expecting Something affords these young people the chance to connect with their peers, express themselves, be creative, build in confidence and wellbeing which improves outcomes for themselves and their children.

Through funding from the Big Lottery Scotland, the Robertson Trust, Lloyds TSB Foundation, and BBC Children in Need, Expecting Something aims to empower these young parents, boosting their confidence, forging new relationships and developing strong bonds with their babies through consistent contact with artists and participation in arts activities.

Starcatchers seeks to appoint a Project Co-ordinator to support the successful delivery of our Expecting Something project until the end of March 2019 and with a view to the ongoing development of this programme in the future.

Further information about the Expecting Something project can be found on the Starcatchers' website: <http://www.starcatchers.org.uk/engagement/expecting-something/>

Primary Purpose

To support the Starcatchers team to develop and deliver Expecting Something and ensure the successful running of the project.

Please note:

- The successful candidate will be subject to a PVG check through Disclosure Scotland.
- Due to the geographic spread of the project, this post will involve travel around Scotland.

Specific Duties and Responsibilities

- To coordinate the successful delivery of Expecting Something working closely with the Starcatchers General Manager, Project Artists and other staff
- To assist in the future development and implementation of Expecting Something
- To manage expenditure for activity to ensure the project is delivered within budget
- To prepare contracts for artists and other project staff
- To develop and maintain relationships with partners to support the delivery and potential future development of project
- To disseminate information to increase participant numbers through partner and self referral
- To liaise with venues, coordinate shared lunches and maintain project schedule
- To attend sessions and support artists and participants
- To manage participant registration and communication
- To coordinate group visits as required
- To work with Starcatchers and Project staff in the implementation of research and evaluation surveys and provide feedback and figures for reporting, evaluation and development purposes

- To liaise with the Marketing Manager around marketing and social media for all activity
- To be a point of contact for enquiries about Expecting Something

General

- To fully participate in company meetings and events as required
- To contribute to the on going fundraising of the project 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

Skills and Experience

Essential

- Excellent project management skills
- Excellent communication skills, both oral and written
- Excellent interpersonal, organisational and planning skills
- Efficient IT skills and confidence in using social media
- Experience of Early Years &/or Youth Work
- Knowledge and understanding of Child Protection and Safeguarding Vulnerable Groups policies /procedures
- Experience of handling multiple priorities and being able to work to tight deadlines
- Experience of managing budgets
- Experience of coordinating workshops for a variety of groups and participants
- An ability to work as part of a small team and show initiative
- Ability to develop good working relationships with artists, project partners, funders and other staff

Desirable

- Educated to degree level
- An understanding of the role creativity plays within social and child development and education
- Local connections in arts, education or social work in South West Edinburgh &/or Fife
- An awareness of the wider Early Years policy agenda
- Knowledge of the children's arts/education sector in Scotland
- A full driving licence and access to own car

Personal Qualities

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