



Job Description – General Manager (part time maternity cover)

Title of post:	General Manager
Accountable to:	Chief Executive
Conditions:	Part-time contract (maternity cover - 6 months with view to extend to 12 months)
Hours:	Part-time (17.5 core hours per week), plus evenings and weekends when required
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Supervision of:	Creative Skills Manager, Marketing Manager, Expecting Something Coordinator
Salary Scale:	£31,000-36,000 pro rata
Holidays:	24 days per annum pro rata plus public holidays

Starcatchers is a leading charity that exists 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 in 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 mission is to inspire performances and creativity for babies, young children and their grown-ups in Scotland. As a young, dynamic organisation, we strive to put the needs of babies, toddlers and young children at the core of everything we do, while engaging with the parents, carers, families, early years' professionals and communities who nurture them.

Starcatchers delivers this vision through a three-stranded programme of work:

- Engagement Programmes: placing artists in communities to work with very young children and their parents and carers as a vehicle to support artistic development and social change



- Creative Skills: programmes of training and development for Early Years practitioners and artists to develop their skills and capacity in using arts and creativity for Early Years
- Producing & Touring: developing high quality productions and installations that can be toured across Scotland, the UK and internationals

Primary Purpose

To support the strategic evolution and development of the organisation, whilst managing the financial, organisational and administrative systems.

Specific Duties and Responsibilities

- To develop and maintain organisational and administrative systems
- To oversee the implementation of these systems across the organisation
- To manage the day-to-day finances of the organisation and provide financial information for the management accounts
- To work with the Chief Executive and the company accountants in the preparation of the year-end accounts process
- To manage all HR for the organisation, ensuring a consistent and fair approach to staff recruitment and that staff policies and procedures are developed in accordance with best practice
- To prepare core and project staff contracts where appropriate
- To work with the Chief Executive & Business Development Manager to identify and apply for funding for projects and for the core organisation
- To play an active role in the strategic development of Starcatchers as a member of the Senior Management Team
- To lead on the development of a robust environmental and equalities and diversity policy

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

Skills and Experience

Essential

- Experience of managing a small arts or Third Sector organisation
- Excellent administration, organisational and management skills
- Excellent communication and influencing skills



- Experience of managing multiple priorities and being able to work to tight deadlines
- A proven track record of securing funding from a range of sources
- Experience of managing budgets
- Knowledge of basic financial accounting and accounting software
- Experience of HR and people management
- 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

- Educated to degree level
- Knowledge of Quickbooks accounting software
- 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, please complete an application form and return it to:
Jo King at jo@starcatchers.org.uk by Thursday 25th August at 12pm.

CV's will not be considered.

Interviews to be held between 1st – 7th September with a start date of mid October.



Starcatchers is an equal opportunities employer.

STARCATCHERS EQUAL OPPORTUNITIES POLICY STATEMENT

Starcatchers wholeheartedly supports the principle of equal opportunities and values the individual contribution of people, irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic, or national origin, history of illness, needs of dependants and/or parenthood.

We believe that it is in the company's best interests, and all those of who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment and training opportunities arise. To this end we are committed, within the framework of the law, to achieving and maintaining a workforce who broadly reflect the local community in which we operate. Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

Starcatchers fully supports this policy statement. All employees and those engaged in our activities are responsible for playing their part in achieving these objectives.