



## Job Description – Administrator

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Title of post:	Administrator
Accountable to:	Creative Skills Manager and Marketing Manager
Conditions:	Fixed term contract for 1 year initially from August 2016
Hours:	Full-time (35 core hours per week), plus evenings and weekends when required – applications for job share will be considered
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Salary Scale:	£17,000-£20,000 depending on experience
Holidays:	24 days per annum plus public holidays

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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

### **Creative Skills Programme**

Funded by the Scottish Government, Creative Skills is an ambitious programme of training

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which aims to put arts and creativity at the heart of Early Years practice in Scotland. The programme offers a range of artist-led training sessions for Early Years practitioners. These enable practitioners to understand and use their own creativity to support positive experiences with the children and families they work with. Currently the programme works with Early Years Practitioners from six local authority areas and HNC students from two colleges.

### **The Post**

Starcatchers seeks to engage an enthusiastic Administrator to join our team and support the evolution and development of the organisation. This role will work across all areas of delivery whilst providing particular support to the administration and delivery of the Creative Skills programme. This is an exciting opportunity for the successful candidate to develop their skills and experience working within arts administration and marketing over a range of activities in a diverse and expanding organisation.

There may be potential for this position to be extended should funding be secured.

### **Primary Purpose**

To work with other Starcatchers staff to support the Creative Skills programme, marketing delivery and the day-to-day administration of the company.

### **Specific Duties and Responsibilities**

#### *Creative Skills*

- To work with the Creative Skills Manager to assist in the successful delivery of the Creative Skills Programme.
- To liaise with and provide information to the Starcatchers Associate Artists to support the delivery of their programme sessions
- To liaise with local authority partners to coordinate the delivery of programme sessions
- To administrate the day to day running of the Creative Skills Programme
- To record all participant recruitment and maintain Creative Skills databases
- To coordinate routine communication with new and previous participants
- To administrate the paperwork for those participants undertaking the SQA qualification

#### *Marketing*

- To support the implementation of Starcatchers' Audience Development & Marketing strategy
- To assist in all marketing activities including: campaign planning, digital and social media, print, design & distribution, press and PR
- To assist in the maintenance and updating of the Starcatchers website & databases
- To research, develop and update mailing lists as required



- To assist in the implementation of research and evaluation surveys for projects and productions and provide feedback and figures for reporting, evaluation and development purposes

#### *Admin*

- To support the day-to-day administration of the organisation
- To process invoices using the organisation's financial software
- To be the first point of contact for all enquiries to the organisation
- To assist in the successful delivery of our key projects working closely with other Starcatchers staff

#### **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

#### **Essential Skills and Experience**

- Excellent administration, organisational and planning skills
- Excellent communication skills, both oral and written
- Excellent IT skills and confidence in using social media & CMS
- Experience of handling multiple priorities and being able to work to tight deadlines
- An ability to work as part of a small team and show initiative
- Ability to develop good working relationships with project partners, funders and other staff

#### **Desirable Skills and Experience**

- Educated to degree level
- An interest in Early Years
- Experience of arts administration, event coordination or marketing & audience development
- An understanding of the role creativity plays within child development and education
- An awareness of the wider Early Years policy agenda
- Knowledge of the children's arts sector in Scotland

#### **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](mailto:jo@starcatchers.org.uk) by Friday 3<sup>rd</sup> June at 12pm.

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CV's will not be considered.

Interviews to be held on 14<sup>th</sup> June.

**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.