



Job Description – Creative Skills Administrator

Title of post:	Creative Skills Administrator
Accountable to:	Creative Skills Manager
Conditions:	Fixed term contract
Hours:	Full-time (35 core hours per week), plus evenings and weekends when required
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Salary Scale:	£17,000-20,000
Holidays:	24 days per annum pro rata plus public holidays

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

We champion world-leading arts and creative experiences for Scotland's youngest children, aged 0 -5 and their parents, carers and educators that are created by exceptional artists who are inspired to make work for and with this audience. Starcatchers is recognised around the world as being at the forefront of artistic practice for Early Years.

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.

Our work is delivered through three core pillars of activity:

- **Producing and Touring** – Producing and touring high quality, innovative productions and experiences across Scotland, and the rest of the world
- **Community Engagement** – Community engagement programmes offering consistent contact between artists, very young children and their parents and carers
- **Professional Development** – Professional development programmes that build confidence and capacity in the Early Years workforce and inspire artists to develop their practice

For further information about Starcatchers, please visit www.starcatchers.org.uk



Creative Skills Programme

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

Primary Purpose

To work with the Creative Skills Manager and Artists in the administration, co-ordination and delivery of the programme.

Please note: Due to the geographic spread of the training programme, this post may involve some travel throughout Scotland.

Specific Duties and Responsibilities

- To work with the Creative Skills Manager to assist in the successful delivery of the Creative Skills Programme.
- To liaise with, coordinate and provide information to the Starcatchers Associate Artists and Partner Organisations to support the delivery of their programme sessions across a range of local authority areas
- To develop and maintain relationships with local authority partners to support the wider strategic programme development
- To administrate the day to day running of the Creative Skills Programme
- To record all participant recruitment and maintain Creative Skills databases
- To work with the Marketing Manager and Creative Skills team to plan routine communication with new and previous participants
- To assist in the implementation of research and evaluation and provide feedback and figures for reporting, evaluation and development purposes
- To work with the Creative Skills Manager on the creation and compilation of evaluation reports
- To research, develop and update mailing lists as required
- To be the first point of contact for all enquiries about Creative Skills
- To support the expansion of the programme and additional delivery as required

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

- Excellent administration, organisational and planning skills
- Excellent communication skills, both oral and written
- Excellent IT skills and confidence in using social media
- Proven experience of co-ordinating projects
- 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 artists, project partners, funders and other staff

Desirable

- Educated to degree level
- An interest in Early Years
- 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/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

To apply, please complete an application form and return it to:
Jo King at jo.king@starcatchers.org.uk by Monday 5th March at 5pm.

CV's will not be considered.

Interviews will be held on Tuesday 13th March.

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.