



Job Description – General Manager

Title of post:	General Manager
Accountable to:	Chief Executive
Conditions:	Permanent (following 3-month probationary period)
Hours:	Full-time (35 core hours per week), full year, including evenings and weekends when required
Location:	Summerhall, 1 Summerhall, Edinburgh, EH9 1PL
Supervision of:	Administrator and Marketing Assistant, Community Engagement staff
Salary Scale:	£31,000-36,000 – dependant on experience
Holidays:	24 days per annum plus public holidays

Who Are We?

Starcatchers is Scotland's National Arts and Early Years organisation. We work with exceptional artists to create an inspirational programme of arts experiences for babies and young children aged 0-5 and their parents and carers.

Our vision is that every child will be able to participate in high quality, innovative arts experiences from the earliest age.

We create live theatre, dance and music performances, and visual art installations delivered in local arts and community venues, schools and nurseries.

In partnership with early years, education, health and the voluntary sector, we connect artists with communities to deliver artist-led projects that develop confidence, resilience and improve wellbeing.

We support early years professionals and students to develop their creative capacity and confidence through our pioneering Creative Skills Programme, and we enable artists interested in making work for with 0-5s to develop their artistic practice through Playspace, our artist development programme.

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

The Starcatchers General Manager Role

Starcatchers is seeking to engage a new full-time General Manager. This pivotal role is based full-time in our office at Summerhall. The General Manager oversees our organisational, HR and financial management and provides line management to our Administrator and Community Engagement staff.

The General Manager works closely with the Chief Executive and Senior Management Team to ensure the delivery of our strategic plans and activity. The Senior Management team is comprised of: Chief Executive, General Manager, Producer, Communications and Marketing



Manager, Creative Skills Manager and Development Manager.

This is an exciting opportunity for an enthusiastic, experienced professional to join a dynamic, thriving team and contribute to the development of one of Scotland's most innovative arts organisations.

Specific Duties and Responsibilities

Company Management

- To work with the Chief Executive to maintain and develop existing organisational and administrative systems
- To oversee the coordination, implementation of these systems across the organisation
- To implement the Strategic Plan and leading on key projects or initiatives as required
- To ensure annual insurance is up-to-date and meets the needs of the programme of delivery
- To manage relationship, leases and service agreements with Landlords and storage providers
- To ensure the Health & Safety policy is maintained and implemented in accordance with best practice and all activity is planned to include risk-assessment and compliance with Health and Safety and event management regulations
- To lead on the implementation and evaluation of a robust safeguarding policy and act as the Child Protection Officer for the organisation
- To lead on the implementation and evaluation of a robust environmental policy and a robust Equalities, Diversity and Inclusion (EDI) policy
- To play an active role in the strategic development of Starcatchers as a member of the Senior Management Team

HR

- To manage general HR including day-to-day staffing, annual leave, salaries
- To ensure that staff contracts, policies and procedures are developed in accordance with best practice and maintain the Company Handbook accordingly
- To manage all recruitment for the organisation, in accordance with the EDI policy, ensuring a consistent and fair approach is implemented to staff recruitment
- To ensure all new staff and lead artists are inducted in line with procedures
- To work with the Chief Executive to manage disciplinary issues and support staff welfare
- To provide line management support to Administrator
- To support the Community Engagement team until resource is secured for a Head of Community Engagement post.

Finance

- To manage the finances of the organisation and provide accurate financial information, including management accounts, to an agreed timescale
- To work in consultation with the Chief Executive to create annual budgets
- To support the Administrator in processing invoices



- To oversee project budgets and core expenditure
- To ensure sound financial processes are in place and implemented
- To work with the company accountants in the preparation of the year-end accounts process
- To liaise with the company accountants to oversee company payroll
- To work with the company accountants, to prepare and submit annual Theatre Tax Relief claims

Fundraising & Reporting

- To support the team with development of key fundraising applications
- To prepare budgets for applications and manage financial reporting
- To oversee reporting to funders as required
- To lead on monitoring and reporting on our Regular Funding from Creative Scotland

Governance

- With the Chief Executive, report to the board on Starcatchers activities, finances and plans, including preparation and presentation of management accounts and financial projections and forecasts as required
- To manage all annual reporting and communications with OSCR, HMRC and Companies House

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

- Experience of managing an arts or voluntary sector organisation
- Excellent administration, organisational and management skills
- Excellent communication and influencing skills
- Excellent understanding and experience of financial accounting and accounting software
- Experience of HR and people management
- Excellent IT skills
- Experience of managing multiple priorities and being able to work with tight deadlines
- An ability to work as part of a small team and build relationship with external partners and stakeholders

Desirable Skills and Experience

- Knowledge of Quickbooks accounting software
- Knowledge of Theatre Tax Relief system



- Knowledge of best practice and sector requirements for good governance, recruitment, health and safety etc
- Knowledge of Microsoft 365
- Knowledge of the children's theatre/arts sector in Scotland
- An interest in Early Years
- Experience of managing funding from a range of sources

Personal Qualities

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

To apply, please complete an application form and return it to:
Rhona Matheson at recruitment@starcatchers.org.uk by Monday 15th April at 12pm

CV's will not be considered.

Interviews will be held on Tuesday 23rd April 2019

Starcatchers is an equal opportunities employer.