

federation of
scottish theatre



Recruitment Pack

New Vision

New Mission

New Values

New Team

New Operations & Finance Co-ordinator



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“A vital, unifying force for Scottish theatre, dance and opera.”

(A Review of the Federation of Scottish Theatre, 2023)

Introduction

FST is the membership and sector support body for professional dance, opera, and theatre in Scotland. Our membership comprises over 200 organisations and individuals working in the performing arts.

The impact of the pandemic, ongoing funding, financial and climate crises and global events have fundamentally reshaped the present operations and future prospects of the performing arts. Faced with this reality, during 2023, FST’s board commissioned a wide-ranging, external review, facilitated by consultants, Kinharvie. Several key recommendations were made, including changing the **structure** of FST.

A new **strategic framework** was developed which envisions **a thriving performing arts sector that is integral to a vibrant, diverse, and equitable Scotland**.

Our new mission - **to advocate for, connect across, and lead necessary change within the performing arts in Scotland** - articulates our role in delivering this vision. Our values - **collaborative, informed** and **bold** – guide the action FST will take and the activities we’ll provide.

The full [Strategic Framework](#) is available to view on our website.

We are now recruiting key roles within the organisation:

- Advocacy Lead
- Change Programmes Lead
- Digital Marketing Co-ordinator
- Membership & Networks Lead
- **Operations & Finance Co-ordinator**

This is your opportunity to join a brand-new team, in a staffing structure designed to support the implementation of a strengthened strategic framework and renewed business plan at an exciting time in the evolution of FST.

Like many cultural organisations in Scotland, FST is awaiting the outcome of a revenue application to Creative Scotland’s Multi-Year Funding programme. The organisation is currently funded as a Regularly Funded Organisation by Creative Scotland until 31 March 2025, and has sufficient reserves to operate beyond this

date. FST also earns and raises money through membership, training and project management fees, sponsorship and fundraising.

About the recruitment process

Recruitment timeline

The deadline for applications is **12 noon, Wednesday 31 July 2024**

You will receive a response from FST during the week commencing **Monday 12 August 2024**

Interviews will be held between **Monday 19 August and Friday 30 August 2024**

What to expect

- To ensure as fair a comparison as possible between all applicants, we provide a standard application form which gathers the same key information from everyone. We also encourage applicants to include anything additional they wish to tell us about in a dedicated section. **If you are unable to complete the form or require assistance to do so, please contact hello@scottishtheatre.org and we will discuss alternative arrangements.** Unfortunately, CVs and covering letters cannot be accepted.
- Please return your completed form by **12 noon on Wednesday 31 July** by email to applications@scottishtheatre.org.
- We remove personal details from applications before shortlisting.
- Applications will be assessed and scored by the Chief Executive Officer (CEO) and other members of the selection panel, to be confirmed, against the person specification. The highest scoring applicants will be invited for interview.
- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews will take place in person at a central location in Edinburgh or Glasgow. If this causes any issues, or if you need assistance or arrangements to support attendance at an interview, we will discuss reasonable adjustments or alternative arrangements if you are invited for interview. Travel expenses will be reimbursed.
- As we are recruiting for a number of posts, we will let you know as soon as possible when interviews will be held, but they are likely to be weeks

commencing **19 August and 26 August**. Let us know if this causes any problems and we will work to accommodate your needs.

- Interviews will be with the CEO and, due to current staffing capacity at FST, one or more members of the board. An external interviewer with specific skills and experience not already held by the CEO and board may also be invited to attend. We will confirm the interview panel if you are invited for interview.
- An offer, subject to references, will be made following interviews.
- Start dates will be negotiated once the offer of employment is complete.
- We will offer feedback to all applicants that apply once the recruitment process is finalised.

Before you apply

To arrange an informal discussion, or if you have any questions, please contact Fiona Sturgeon Shea by emailing fiona.sturgeonshea@scottishtheatre.org.

Equality, Diversity and Inclusion (EDI)

FST recognises the centrality of EDI as a legal and moral duty, and that improving EDI is vital to the vibrancy and success of the performing arts. As an organisation, we are committed to increasing the diversity of our staff team. We encourage applicants from different backgrounds and with different experiences and skills to join us as we develop our policies and practice.

We actively welcome candidates with protected characteristics and those who are currently under-represented in the performing arts including: people experiencing barriers due to socio-economic background, people who self-identify as LGBTQIA+, people who self-identify as D/deaf, people who self-identify as Disabled and those returning to work who have caring responsibilities, ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial/mixed heritage or who also self-identify as a Person of Colour or Black. We might use the term The Global Majority or BIPOC+ to refer to people from these identities.

Equal Opportunities Monitoring

To support us in meeting our commitments to EDI, we welcome your help and co-operation in completing a short Equal Opportunities Monitoring form. This

allows us to anonymously collect information and monitor the effectiveness of our recruitment in relation to equal opportunities. This information is anonymously stored for statistical purposes only. It is kept separate to your application. In accordance with the Data Protection Act 1998, the information you provide will only be used for the purpose of equality monitoring and reporting (to our board of directors, members and funders.)

Please follow this link to complete the [Equalities Monitoring Form](#). You do not have to complete the Equalities Monitoring form. You also have the opportunity not to answer any of the questions as none of them are mandatory. Please select each or all that may apply to you. (This link is also included within the application form itself.)

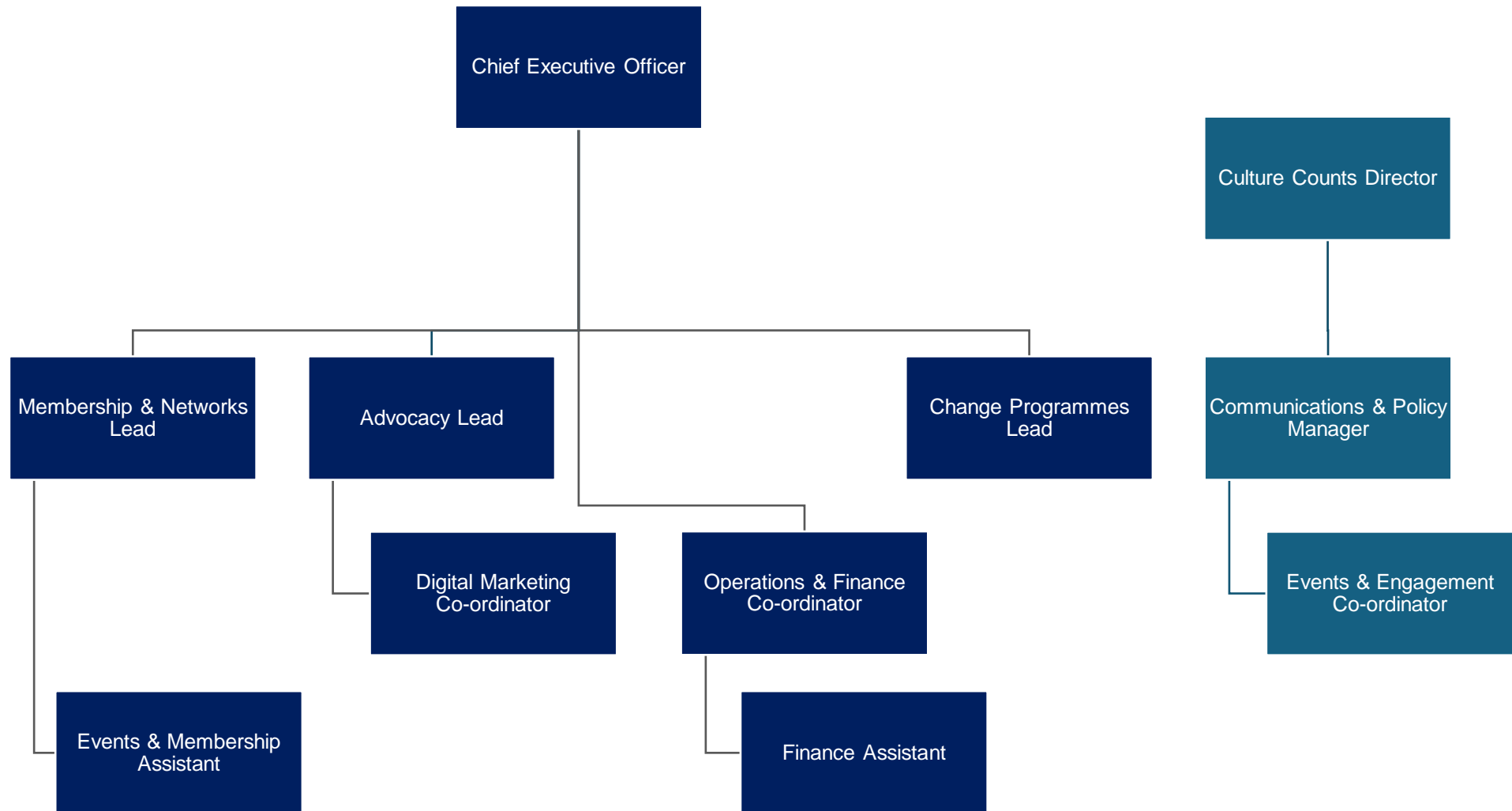
Fair Work

FST aims to be an equal opportunities employer and has been an accredited Living Wage employer for many years. Our company policies and contractual terms and conditions follow best practice, where possible exceeding minimum standards and reflecting Fair Work principles. Our [company handbook](#) is available to download from the website. With the assistance of a Human Resources consultant, who supported the CEO and board through the restructuring process, job descriptions were reviewed and salaries professionally benchmarked.

Further information

If you would like to receive a copy of FST's business plan from 2025 – 2028, please contact Fiona Sturgeon Shea by emailing fiona.sturgeonshea@scottishtheatre.org.

FST Organisational Structure



Job Description

Post title:	Operations & Finance Co-ordinator
Reporting to:	Chief Executive Officer (CEO)
Line management responsibility:	Finance Assistant or equivalent (role under review)
Salary & working conditions:	<p>£31,229. Full Time. We operate on a 35 hours per week basis.</p> <p>This role is being offered on a permanent basis. We also welcome job-share applications and proposals for other approaches to the role including alternative part-time hours, or secondment. FST supports and promotes flexible working. We're more interested in finding someone with the right skills and dedication to the sector than in ensuring the postholder works strictly specified hours.</p>
Location:	<p>Our current office is in central Edinburgh at the Royal Lyceum Theatre, 30b Grindlay Street. Hybrid working is supported, with many of our team working from home for some of their working week. We meet on an occasional basis in the office for team meetings plus other meetings with stakeholders. Working together is essential to sustain collaborative working practices. The new team will develop policies and practices to enable this.</p>
Pension:	3% employer's contribution into a group personal pension plan where the employee contributes 5%.
Holidays:	24 days holiday and 10 public holidays to full time staff.
Other benefits:	A Wellbeing Allowance is available to all staff. We encourage attendance at the work of our members and a ticket allowance is also provided.

Notice and probation:

The notice period will be two months from either party. There will be a probationary period of two months, during which time the notice period will be one month from either party.



Purpose of this Job Description

FST considers this document a snapshot of the job. The tasks outlined are not an exhaustive list. The post holder will be expected to perform different tasks as necessitated by their changing role within the organisation and in fulfilment of its objectives. It will also be used to communicate expectations about performance and to monitor effective performance.

Main purpose of role

The Operations & Finance Co-ordinator will ensure the smooth functioning and financial well-being of FST. Through co-ordinating and providing comprehensive administrative, operational, and financial support, the post holder will ensure that FST operates efficiently, adheres to sound financial practices, and maintains its reputation as a responsible and financially prudent organisation.

They will work across three key areas:

- Office and HR Management
- Planning, finance, budgets, and reporting
- Governance

Key responsibilities and tasks

Office and HR Management

1. Working with the CEO; Advocacy, Change Programmes and Membership & Networks Leads; and the Digital Marketing Co-ordinator, design and implement improved planning processes for the organisation, ensuring that they are adopted and used by the whole staff team.
2. Oversee daily operations, encouraging unified workflow and efficient task execution.
3. Ensure that the Company Handbook and all relevant HR policies are in place and up to date and that relevant HR systems are implemented, working with FST's legal partners (currently Anderson Strathern.)
4. Contract and liaise with the external IT support provider (currently Illuminate) to ensure that IT hardware, software and systems are up to date and meet current business needs.

5. Proactively safeguard FST's assets and interests by liaising with insurers and ensuring comprehensive coverage against all potential risks.
6. Support the Finance Assistant and Events & Membership Assistant in managing all aspects of day-to-day office management (in person and hybrid), including tenancy matters (e.g. keys, repairs etc), equipment, telephone and IT leases and support, and stationery orders.

Planning, finance, budgets, and reporting

7. With the CEO and other colleagues, prepare multi-year and annual budgets for funding applications and presentation to the board of directors, funders, and others.
8. Directly manage budgets for administration and overheads (including capital inventory).
9. Work closely with the Advocacy, Change Programmes and Memberships & Networks Leads to support them in monitoring and reporting their budgets. With the CEO, maintain oversight of other delegated budgets, ensuring any agreed income targets are monitored and met.
10. Line manage and support the Finance Assistant to keep accurate records of income and expenditure, including payroll, bank reconciliation, debtors and VAT/HMRC returns and payments.
11. Liaising with the Finance Assistant, all budget holders and the CEO to prepare quarterly management accounts, including financial projections, and year end accounts, and directly with FST's accountants and auditors.
12. Keep all OSCR/Companies House Board and Company records up to date, prepare and submit Company Annual Returns.
13. Review and update all financial procedures with the Finance Assistant.

Governance

14. With the CEO, liaise regularly with the Treasurer and board of directors.
15. Attend quarterly board meetings to present quarterly management accounts and take minutes.
16. Assist the CEO in preparation for the Annual General Meeting.
17. Assist the CEO with the annual election process for the board of directors.

Responsibilities across all FST roles

Health & Safety

The post holder must comply with Company's health and safety policy and, in particular, are required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to interfere with intentionally or recklessly or misuse anything provided in the interests of health, safety and welfare

To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Technology

Continuously embrace full use of IT systems to keep our processes relevant and efficient.



Person Specification

Experience and Knowledge

- Experience of working in operations, finance, accounting or HR (not likely to be less than 2 years).
- Strong understanding of financial principles and practices with experience of financial reporting.
- Experience in budget preparation and forecasting.
- Experience of working with Sage (desirable).
- Knowledge of insurance and risk management (desirable).
- Experience in project management (desirable).

Skills

- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Office Suite.
- Able to demonstrate strong communication skills.

Aptitudes

- High degree of attention to detail.
- Confident to take initiative, acts with confidence and works under own direction.
- Collaborative by nature and able to work with others to create an environment where positive attitudes can thrive.
- Accountable and organised with a strong sense of time management.

Equality, Diversity and Inclusion

- Adopt behaviours that enhance equality, diversity, and inclusion.

How to apply

Please send your completed application form to applications@scottishtheatre.org by **12 noon on Wednesday 31 July 2024**. Unfortunately, CVs and cover letters cannot be considered.

We would be grateful if you could complete the online [Equalities Monitoring Survey](#).

Download the application form below:

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Candidate Number:
(Office Use Only)

Application Form

Thank you for applying for a position at the Federation of Scottish Theatre. Your details will be treated in the strictest confidence.

Details of Vacancy

Position Applied for:

Personal Details

Full name:

Address (including postcode):

Telephone:

Home Mobile

Email address:

National Insurance Number:

Do you require a permit to work in the United Kingdom (please tick)?

Yes No

Equalities Monitoring Survey

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