



STARCATCHERS
EARLY YEARS DEVELOPMENT
COORDINATOR RECRUITMENT
PACK 2025



ABOUT STARCATCHERS

We champion exceptional, innovative arts and creative experiences for our youngest children, those aged from birth to 5 years old and their parents and carers. The voice, needs and interests of this audience are at the heart of all our activity, providing inspiration and provocation in the development of projects and programmes. Our work is created by highly specialist artists who are attuned to the requirements of making work for and with this unique age group. Supported by nearly 20 years of high-quality work, evidenced through research and evaluation, Starcatchers is recognised around the world as being at the forefront of artistic practice for Early Years. Our work is delivered through a 4-pillared programme of activity::



Community Engagement

Developing and delivering long-term programmes that enable consistent contact between artists and the same groups of babies, young children and their parents and carers in areas where there is identified need. Our current focus is on communities in Wester Hailes where we are based, and in Fife where we deliver a programme in partnership with Fife Gingerbread. Community Engagement activity crosses the organisation and there are other smaller projects that connect with other areas of work.



Producing and Touring

Seeding, developing and producing high quality, innovative theatre and dance performances that are made specifically for the birth – 5 age group which we tour to venues and communities across Scotland, other parts of the UK and internationally. We also provide opportunities for artists to develop their practice making work for and with babies and young children.



Early Years Development

Providing training and development for the Early Learning and Childcare workforce. This includes provision of our pioneering Creative Skills programme, projects based in childcare settings such as Wee People Big Feelings and bespoke training for ELC settings and voluntary sector organisations



Advocacy

Campaigns, research and projects that champion the rights of babies and young children to access and participate in the arts. A key focus in recent years has been our Voice of the Baby work with the Royal Conservatoire of Scotland and Queen Margaret University.

STARCATCHERS VISION AND MISSION

Our vision is that our youngest children, those aged birth-5, fulfil their right to access arts and creative experiences that give inspiration, joy and wonder to early childhood in Scotland.

Our mission is to inspire babies, toddlers and young children by including them in high quality live performances and creative experiences that fulfil their right to access a rich arts and cultural life in Scotland regardless of where they live or their background. Starcatchers offers innovative, beautiful, collaborative arts and creative experiences that babies, toddlers and young children aged birth-5 can share with their parents and carers. Engaging with and participating in these activities brings joy and wonder, fostering the understanding that very young children are creative agents with their own capabilities and voices. Placing the child's voice at the heart of everything we do also means looking after things that are central to children's wellbeing. This means making strong choices to actively support diversity and inclusion so that all babies can grow up in a more equal and just society. It also means a commitment to climate action, carbon reduction and new models of sustainable working.

Starcatchers was founded to provide our youngest children with the opportunity to experience theatre and the arts. Integral to that was the belief that all children, regardless of their age and stage of development, have a right to access arts and cultural life as outlined in Article 31 of the United Nations Convention on the Rights of the Child (UNCRC).

This belief is unwavering. As Scotland incorporates the UNCRC into domestic law, our resolve to ensure that all our youngest children have access to age-appropriate, quality arts and cultural experiences is reinforced.

We believe that Scotland should be the best place in the world to grow up and that Starcatchers, as the National Arts and Early Years Organisation, has an integral role to play in achieving this goal.



OUR VALUES



Creative and Curious

We believe in the innate creative capacity we all have and we know that nurturing curiosity and asking questions allows us to create and deliver exciting, innovative work.



Bold and Brave

We are unafraid of new ideas and taking risks. We want to be pioneers, challenging perceptions of what can be made or shared with babies, toddlers and young children.



Collaborative and Connected

We celebrate our existing partnerships and seek out new relationships in the knowledge that our work is stronger because we are working with others who have diverse backgrounds and different expertise. We are open and care about those we work with ensuring that all voices are heard and respected.



Reflective and Responsive

We are a reflective organisation. We want to learn from the work we have delivered, understanding the successes and challenges to inform what we do next, and sharing our experience openly so as others can also learn from what we have done.

SCAN ME



For further information about Starcatchers, please scan the QR code or visit www.starcatchers.org.uk

JOB DESCRIPTION

EARLY YEARS DEVELOPMENT COORDINATOR

Title of Post: Early Years Development Coordinator

Accountable to: Early Years Development Manager

Conditions: Permanent, Full Time

Hours: 35 hours per week including some evenings and weekends when required

Location: Edinburgh office at WHALE Arts with some work required across Scotland.

Option to work from home in line with the Blended Working Policy. Employees are expected to be in the office or onsite at least 50% of the time.

Supervision of: N/a

Salary: £27,300, plus employers pension contribution

Holidays: 35 days per year FTE (This includes 11 public holidays and 24 annual leave days). This includes allocated days for office closure over the Festive period.



STARCATCHERS EARLY YEARS DEVELOPMENT COORDINATOR - PRIMARY PURPOSE

To work with the Early Years Development Manager and Artists in the administration, co-ordination and delivery of Starcatchers Early Years Development activity

SPECIFIC DUTIES AND RESPONSIBILITIES

To work with the EYD Manager to support the successful delivery of all Early Years Development activity.

- To liaise with, coordinate and provide information to the Starcatchers Artists and Partners to support the delivery of sessions across a range of programmes and projects.
- To develop and maintain relationships with local authority partners, current and past participants to support the strategic development of Early Years Development activities.
- To administrate the day-to-day running of the Early Years Development activities – including scheduling, contracting, handling enquiries, and tracking income and expenditure.

- To maintain all databases, including participant data, local authority and external partner contacts
- To support the Evaluation & Marketing Manager and EYD Manager as they develop online resources and training, including using Canva and other design tools.
- To coordinate evaluation processes and provide feedback and figures for reporting, evaluation and development purposes.
- To attend practical sessions to gather evaluation and assist with event management.
- To work with the EYD team to compile robust evaluation reports
- To edit and transcribe podcast recordings.

General

- To fully participate in company meetings and events 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, co-ordination and planning skills
- Excellent communication skills, both oral and written
- Excellent IT skills
- Proven experience of supporting successful project delivery
- Experience of handling multiple priorities and being able to work to tight deadlines
- An ability to work flexibly as part of a small team
- An ability to show initiative and perform tasks independently
- An ability to develop good working relationships with artists, project partners, funders and other staff
- An interest in Early Years

Desirable

- Educated to degree level or other relevant qualification
- An understanding of the role creativity plays within child development and education
- Knowledge of the children's arts/education sector in Scotland
- A full driving licence and access to own car
- Knowledge of audio and design software

Personal Qualities

- Ability to think strategically and imaginatively
- Approachable, empathetic manner
- Analytical and problem-solving skills
- Energy and commitment
- Enthusiastic, motivated and able to show initiative.

TO APPLY

To apply for the role please provide your CV (max of 2 A4 pages), a covering letter (max of 2 A4 pages) outlining your experience and how you fit the criteria outlined in the job spec. There is an option to provide your application in video format if you would prefer this method in place of a written statement.

Please send completed applications to heather.armstrong@starcatchers.org.uk.

We also ask all candidates to complete a short equal opportunities survey on Survey Monkey so we can anonymously collect information to enable us to monitor the effectiveness of our equal opportunities policy. This information is anonymously stored and for statistical purposes only.

Please follow this link to complete the survey <https://www.surveymonkey.com/r/RTPD8XK>

If you have any questions about the role or would like to discuss any aspect of the job in advance of an application, please email Heather Armstrong.

Closing dates for applications is Tuesday 29th April at 12 Noon

Interviews for the role will be held on Tuesday 6th May at Starcatchers Office, Whale Arts Agency, 30 Westburn Grove, Wester Hailes, EH14 2SA.





STARCATCHERS.ORG.UK



@starcatchersuk

Registered and mailing address:
Whale Arts Agency, 30 Westburn Grove,
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Starcatchers Productions is a limited company,
registered in Scotland (SC392561),
and a Scottish-registered charity (SC042222).