



Dear Applicant,

Thank you for your interest in applying for the **Finance and Funding Manager** role with Eco Drama at what is an exciting time for the company.

We are preparing to launch an 18-month programme of theatre productions, creative learning projects and arts-based community food growing projects funded by the Glasgow Communities and Place fund and we're excited to be recruiting a new member of the team to join us. We're looking for someone who can ensure the smooth financial management of current work, whilst also looking to the future and building on achievements of recent years in securing a sustainable programme of funding which enables our work to continue to thrive.

This pack provides the job description on pages 3-6, with details of how to apply on page 7, plus more information about who we are and what we do.

We are committed to finding the right candidate for the role and have chosen a flexible approach to recruitment as detailed in the pack. If you would like to apply, we would love to hear from you at the earliest possible opportunity.

If you would like to have an informal chat about the role or have any questions which would help you in deciding whether to apply, or require support in preparing an application, please don't hesitate to get in touch by emailing: emily@ecodrama.co.uk.

We hope to hear from you soon.

Best wishes,

A handwritten signature in black ink that reads "Emily Reid".

Emily Reid
Artistic Director / CEO
Eco Drama



FINANCE & FUNDING MANAGER RECRUITMENT PACK



About Eco Drama

Founded in 2007, Eco Drama is an award-winning children's theatre company working in schools, theatres, community settings and festivals across Glasgow, Scotland and the UK.

We are passionate about making quality theatre and creative learning experiences for children and young people which nurture a sense of curiosity, wonder and care for our natural world and remind us we are part of an amazing living planet.

Eco Drama has a green ethos and strives to embed sustainability in all aspects of the work, from the content and themes, to how it is created and delivered. For example, productions explore sustainable set design and tour in an electric car and eco van run on recycled waste cooking oil, which reduces CO2 emissions by 85%.

The company also deliver CPD training for teachers, early years practitioners and other education professionals, and create educational resources. Eco Drama's 'Out to Play' resource packs are used in schools and education settings across Scotland as well as in countries across the world including Canada, Australia, New Zealand and USA. We aim to link arts and cultural experiences with positive practical action for the environment, for example, by supporting schools and communities to plant orchards and these activities are embedded into the artistic and strategic design of our work.

To date Eco Drama have worked with approximately **92,000 children**, young people and their communities, promoting the power of the arts to inspire people of all ages to take positive, practical action for the natural world.

Read more about our [passions](#), [reports](#) and work on our website: www.ecodrama.co.uk



Job Description – Finance & Funding Manager (PT)

| | |
|-----------------|---|
| Title of Post: | Finance & Funding Manager |
| Hours: | 21 hours per week – flexible working pattern. |
| Salary: | £30,000 - £34,000 (pro-rata) starting salary dependent on experience. Salary will be reviewed annually. |
| Accountable to: | Artistic Director/CEO |
| Annual Leave: | 33 days per annum including public holidays (pro-rata) |
| Pension: | Workplace pension with a 3% employer contribution and 5% minimum employee contribution. |
| Place of Work: | Studio 236, The Briggait, 141 Bridgegate, Glasgow, G15HZ. Eco Drama operates a flexible hybrid office/homeworking policy. Currently staff work 2-3 days in the office per week and the rest from home. |
| Contract: | From appointment date until March 31 st 2025, subject to a 3-month probationary period. Potential for extension beyond this period dependent on successful funding applications. |

Overview

Eco Drama is seeking to appoint an experienced and conscientious Finance & Funding Manager to take a senior role in the company, with main duties including Financial Management, Fundraising and Reporting, and support with Company Administration.

Essential skills and experience of the role include:

- Excellent understanding and experience of financial management and accounting processes.
- Knowledge of the UK fundraising sector & demonstrable track record of successful fundraising and income generation.
- Excellent administration, organisational and management skills.

Role Summary

The Finance and Funding Manager is a senior role within a small core team of 4 staff, working in close collaboration with the Artistic Director/CEO.

Person Description

The Finance and Funding Manager will be practical and conscientious, with excellent financial management skills and a proven track record of securing funding from a variety of sources. Working closely with the Artistic Director/CEO, you'll be an individual who enjoys being that safe pair of hands, maintaining the systems and frameworks for the whole team to thrive and providing rigour in areas of company management and compliance.

You'll be the kind of person who thrives on collaboration with colleagues and equally comfortable driving things forward independently. You'll be particularly good with the fine detail of budgets and accounting and relish a good spreadsheet to support financial planning and tracking.

A problem solver, methodical and organised, as well as passionate about the work and ethos of Eco Drama, you'll understand your important contribution to organisational stability and realising new company ambitions.

Duties and Responsibilities

Financial Management

OVERALL: To manage the finances of the organisation and ensure sound financial processes are in place and implemented.

- To work in consultation with the Artistic Director to create annual and project budgets.
- To manage the company annual budget and individual project budgets, ensuring spending is within agreed targets.
- Use Xero accounting software for bookkeeping and to maintain accurate financial records. (*Training will be given if required*).
- To make timely payments of invoices and to purchase company supplies as required.
- To issue invoices as required and monitor payments.
- To administer payroll (via payroll provider), ENI & pension contributions.
- To work with the company accountant in the preparation of the year-end accounts.
- To manage the financial administration associated with grants.
- Set and realise fundraising and income generation targets, based on business and artistic plans developed with the Artistic Director.
- To ensure annual business and vehicle insurance is up-to-date and meets the needs of the organisation.
- Support the staff team with preparation of financial quotations.
- To provide the Artistic Director/CEO with accurate and clear financial information, analysis and advice to drive decision making and to provide quarterly financial information and reports for the Board of Trustees.
- To manage annual reporting and communications with OSCR, HMRC and Companies House.

Funding & Income Generation

OVERALL: To be responsible for achieving and managing grant income and for setting targets and managing earned income.

- Lead on submission of funding applications, working closely with the Artistic Director.
- Lead on reporting to funders.
- Oversee evaluation and monitoring procedures in collaboration with the Schools Project Manager, ensuring milestones and funder requirements are met.
- Oversee the compilation of evaluation reports and annual reports as required, in collaboration with the core staff team.
- Monitor and update beneficiary totals across projects and yearly activity.
- Maintain the funding calendar, ensuring deadlines are met.
- Communicate income generation targets to the Schools Project Manager and other staff as appropriate.
- Manage sales and distribution of Out to Play Resource Packs.

Company & HR Administration

OVERALL: To take on specific responsibilities that support the smooth running of the organisation's administrative systems.

- To ensure all company policies are reviewed, up to date and communicated across the company including Health & Safety, Risk Management, Data Protection, Child Protection, Equal Opportunities and a robust Environmental Policy.
- To ensure that staff contracts, policies and procedures are developed in accordance with best practice and maintain the Company Handbook accordingly.
- Issue and oversee contracts to all freelance staff and ensure they have undergone Disclosure Scotland checks as required.
- To liaise with IT support, internet, web developers, office and storage providers as required.
- Manage the recruitment of staff and freelancers in collaboration with the Artistic Director.
- Maintain systems to monitor staff annual leave/TOIL.
- Arrange and minute board meetings, distributing reports and financial information.
- To make some website updates as required within the role.

General

- To play an active role in the strategic development of Eco Drama as a member of the senior management team.
- To participate in company meetings and events as required.
- To attend relevant training as and when required.
- To positively represent Eco Drama at events as required.
- To continue professional development in relation to your areas of responsibility, as required.
- Any other duties appropriate to the post and organisation.

Person Specification

Candidates must have the following skills and experience and be able to evidence these in the application and at interview:

Essential Skills and Experience

- Excellent understanding and experience of financial management and accounting processes.
- Knowledge of the UK fundraising sector & demonstrable track record of successful fundraising and income generation.
- A high level of literacy and numeracy.
- A high level of proficiency in MS Office Suite and confidence with IT.
- Excellent administration, organisational and management skills.
- Strong attention to detail and committed to achieving accurate results.
- Excellent interpersonal, diplomacy & negotiating skills.
- Experience of managing multiple priorities and being able to work to tight deadlines.
- Good problem-solving skills.
- An ability to work as part of a small team, whilst being a strong independent worker.

Desirable Skills and Experience

- Knowledge of Xero accounting software.
- Experience of preparing accounts for a charitable sector accountant.
- Experience in compiling evaluative project reports/annual reports.
- Experience of HR.
- Experience of working with MS Sharepoint
- An interest in children's theatre, creative learning and the place of drama and creativity within education/learning for sustainability.
- An interest in current environmental ideas and thoughts.
- Knowledge of the children's arts sector in Scotland.
- Knowledge of best practice and sector requirements for good governance, recruitment, health and safety etc.
- Experience of generating income through private giving.

Personal Qualities

- Ability to think strategically and resourcefully.
- Approachable, empathetic manner.
- Analytical and problem-solving skills.
- Energy and commitment.

Recruitment Process and Timeline

The application framework is as follows:

| | |
|---------------------------|---|
| Deadline for applications | Monday 7th August by midnight |
| Interview date | Monday 14th August |
| Interview format: | <p>Candidates will be interviewed by a panel of 2-3 people from the company, ideally at the company's base in The Briggait in Glasgow City Centre. Arrangements can be made for a digital interview if necessary.</p> <p>There will be a short interview task to prepare for which we will email you about when notifying you of the interview.</p> <p>If you know that you will not be able to make the interview date, please contact us in advance to discuss.</p> |
| Further interviews | Any second interviews required will be arranged with candidates at a mutually convenient time. |
| To apply: | <p>Download and complete the following documents from our website.</p> <ul style="list-style-type: none">• Candidate Contact Form• Application Form |

Please submit these forms by email to: recruitment@ecodrama.co.uk

Once you've submitted your application, please complete our [Equal Opportunities Monitoring Form](#).

You do not have to complete this, however, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you provide will only be used for the purpose of equality monitoring.



Current Context and Projects for 2023 - 2025

The new Finance and Funding Manager will join us at an exciting time as we embark on delivery of a large-scale project supported by The Glasgow Communities and Place Fund.

Over the coming 18 months, we will be delivering a diverse programme of theatre productions, creative learning projects, continuing professional development and arts-based community food growing projects that engage and inspire people of all ages about the natural world and our place within it. As well as engaging in theatre and arts activities, the work will support and encourage communities to take positive, practical action to develop and improve local green spaces, inspire positive thinking about tackling the climate crisis, and enhance everyday experiences with nature.



The current programme of work includes 3 strands:

1. [Out to Play](#)

An arts-based outdoor learning project collaborating with schools and nurseries across Glasgow, with a focus on areas of social and economic disadvantage. Since 2015, Out to Play has delivered in-depth creative outdoor learning residencies with 66 schools and nurseries across the city and 115+ settings Scotland wide, reaching almost 8000 children and over 2000 teachers and early years practitioners to date. Out to Play is delivered as a 5 week residency in primary school playgrounds and 3 week mini residency in nurseries, and works to creatively engage children of all ages with learning for sustainability topics and deepen their connection with nature. There is a strong staff CPD element underpinning the project, collaborating with and supporting partner schools to embed arts-based outdoor learning as a regular part of the school's timetable.

We also deliver an Out to Play CPD programme, consisting of interactive webinars, 'Out to Play in a Day' sessions and twilight playground CPD sessions, as well as selling hard copies of our three Out to Play resource packs, which to date have reached teachers and early years practitioners across the world.

2. Eco Drama on Tour

Our theatre productions aim to inspire children and young people about the natural world, support creative learning about sustainable living, and nurture a greater connection to nature.

[The Whirlybird](#) will tour to schools, nurseries and community venues in Glasgow in Autumn 2023, plus several theatre venues across Scotland.

[The Forgotten Orchard](#) will be out on the road in Autumn 2024, again touring throughout communities in Glasgow and venues and festivals across Scotland, plus supporting the creation of up to 20 new orchards in school playgrounds across the city.

Eco Drama's touring productions are delivered in a van run on bio diesel made from recycled vegetable oil, and smaller workshops tour in an electric car, reducing CO₂ emissions by 85%. We're delighted that we are in a position to be looking to upgrade to a fully electric van by 2024.



3. Pollok & Townhead Grow Together

A local food growing and green space empowerment project combining the arts with practical community led action. During 2024, with the support of local organisations and horticulturists, Eco Drama will develop and deliver creative community engagement sessions and events with and for people of all ages across Pollok, exploring underused greenspaces and sites in the area and building on previous consultation. The project aims to work with community members to plant a new community orchard, and/or series of mini orchards across Pollok, and up to 20 smaller orchards across the wider city in primary school playgrounds.

We will also be returning to Townhead to deliver creative engagement projects with the local community around the [orchard](#) we helped establish in 2013.

A key role for the new Finance and Funding Manager will be to manage the funding from the Glasgow Communities and Place Fund, ensuring spending is within budget, accurate records are maintained for monitoring and achieving outcomes against targets, and timely reports are submitted to the funders.

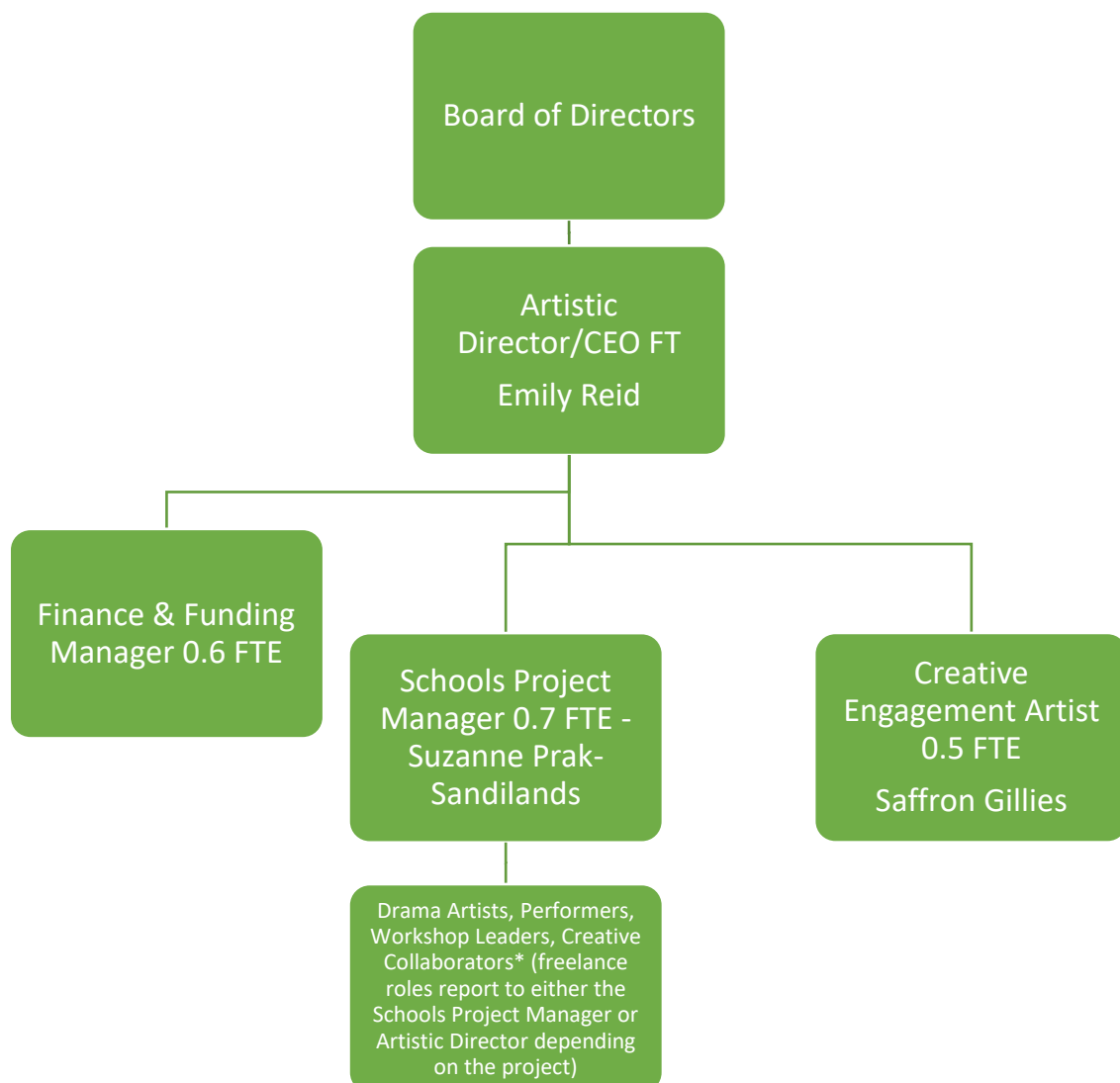
Staff and Board of Directors

To date, responsibility for finance and funding management has been within the role of General Manager. The existing post-holder Jane Dixon is off to pastures new at the end of her contract in mid-August and this change has given us the opportunity to review and amend the staffing structure to reflect current needs. The new, focused post of Finance and Funding Manager sits well within the existing staff team of the Artistic Director/ CEO, the Schools Project Manager and the newly created role of Creative Engagement Artist.

Depending on projects, we may contract around 3-10 performers, Workshop Leaders, Drama Artists, Creative Collaborators and associated Production staff per year. You can read more about who is currently on our staff team and board in the [‘Eco Drama Company’](#) section of our website.

Our current Artistic Director and CEO, Emily Reid, founded the organisation in 2007 and has driven the company and its projects forward for the last 15 years, supported by a strong and supportive Board of Directors and core staff team that has fluctuated between 1-2 additional staff members over the years depending on funding.

It is an exciting time to be joining Eco Drama as Finance & Funding Manager, to maintain and grow the significant work done over the last few years on building a more sustainable organisation and to enable the work to continue to thrive.



Financial Background

The Finance & Funding Manager is a key position in maintaining and growing the financial stability of Eco Drama.



Over the last 6 years we have set financial goals for steady and achievable growth through increasing the variety of our supporters and increasing earned income each year, and we are pleased to have achieved this, which has led to greater stability and longer-term organisational sustainability.

Our strategy has largely been to secure successive large-scale multi-year grants to provide stability, whilst securing further funding from a variety of trusts and foundations, alongside developing earned income. In recent years, large scale funders have been The Scottish Government's Climate Challenge Fund (2010-2017), The Esmee Fairburn Foundation (2015-2021), Glasgow City Council Communities Fund (2021-23) and currently the Glasgow Communities & Place Fund (2023-25).

100% of grant funding and 75% of target earned income is already in place for 2023/24. 68% of grant funding is in place for 2024/25. The Finance & Funding Manager will be expected to secure the further grant funding required for 2024/25, to work with the staff team to secure target earned income for 2024/25 and to work with the Artistic Director during 2024 to identify and secure longer term funding for 2025-27.



What is it like to work at Eco Drama?

Eco Drama is a small team of hard-working and passionate people, working to tight budgets but achieving a lot for our company size. We take great pride in our work and achieving what we set out to do.

For the last 5.5 years we have been a core team of two, sometimes able to bring in a third member but usually on a freelance and short-term basis. We are delighted to now have 4 core roles which will enable more stability, more even workloads, and for each role to become more defined.

We are collaborative at our core – all roles play a part in getting a project up and running and achievement is felt as a team as well as individually. The nature of working in such a small company is that each role can see their impact very directly. Whilst everyone has their own remit sometimes at busy moments, we all pitch in to support each other.

Our projects and productions are delivered in collaboration with talented creative teams of Performers, Drama Artists, Workshop Leaders, Designers and Creative Collaborators, who are equally passionate about the work and company ethos.



We are driven by a sense of how vital the work is – small acts leading to bigger change. At a time when it is easy to feel powerless in the face of the climate crisis, our aim is to inspire, motivate and enable.

We are passionate advocates for the role of the arts and creativity in learning for sustainability and education, and in wider community and theatre work with and for children and young people. Our goal is that every child we work with has a sense of the wonder of nature.

Some of the things that are important to us are communication, openness, respect, wellbeing, and integrity, and we really value a friendly and relaxed atmosphere in our team.

We are always learning as an organisation and adapting and evolving. Evaluation is integral to understanding and measuring the impact of our work with the children, young people and communities we work with.

Finally, we value the natural world and promoting a deeper connection with it. Themes of nature and ecology are not only present in the content of our work, but in how we create

and deliver the work, from exploring sustainable set design to touring in a van run on recycled vegetable oil and an electric car.

We are busy throughout the year, with projects largely following the school calendar, with quieter periods generally over the school summer holidays and Christmas holidays. In any one year, we aim to deliver at least one creative learning project, one production tour and teacher CPD/training throughout the year as and when we have capacity.

We are based out of a bright and airy office in The Briggait in Glasgow City Centre. As things have opened again, we have returned to the office on 3 days each week with the remainder worked from home. We also work flexibly wherever we can to accommodate individual responsibilities at home.



www.ecodrama.co.uk

Eco Drama, Studio 236, The Briggait, 141 Bridgegate, Glasgow, G1 5HZ

Eco Drama is a Company Limited by Guarantee registered in Scotland and recognised as a Scottish Charity. Company No. SC347906. Charity No. SC043920

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