



Job Description & Person Specification

General Manager, Somerset Youth Theatre CIC

Location: SYT office Bridgwater Arts Centre and occasionally across Somerset

Contract: Fixed-term (3 - 6 months renewable contract pending successful funding acquisition)

Hours: Part-time, 30 hours per week (including Thursday: SYT team day) with some evening and weekend work required

Weeks: All Year Round

Salary: £29,000–£32,000 FTE (£23,200-25,600 per annum actual)

Annual Leave: 25 days annual leave plus bank holidays (pro-rata)

Pension: Employers Pension Contribution of 3%

Position Overview

To oversee the day-to-day operations of Somerset Youth Theatre CIC. This role combines administrative leadership, stakeholder and beneficiary communications, financial management, and strategic development to ensure the sustainable growth of our organisation while maintaining our commitment to artistic excellence and being curious and responsive to barriers to Theatre & creativity that young people face across Somerset.

Key Responsibilities

Operational Management

- Oversee daily operations of Somerset Youth Theatre cic, ensuring smooth functioning of all strands, projects and activities.
- Manage venue bookings, scheduling, and logistics for classes, rehearsals, and sharing and community events
- Coordinate with artistic staff to support production needs and programme delivery
- Develop and implement operational policies and procedures
- Maintain appropriate insurance, licenses, and compliance with relevant regulations
- Manage and lead on co-ordination of Strand 1, accessible and inclusive weekly Youth theatres across the county

Financial Management

- Develop and manage annual budgets in collaboration with the Board of Advisors, Board of Directors and CEO



- Manage multiple grants, provide detailed reports on expenditure and oversee grant monitoring process
- Monitor income and expenditure, providing regular financial reports to Board of Advisors, Board of Directors and CEO
- Support grant applications, fundraising initiatives, and sponsorship opportunities
- Manage payroll, invoicing, and financial record-keeping
- Ensure compliance with financial regulations and reporting requirements for CICs

Staff and Volunteer Management

- Recruit, train, and supervise administrative staff and volunteers, working with CEO and Creative Learning & Education Manager
- Support the SYT core team in recruitment and oversee onboarding
- Coordinate staff schedules and responsibilities with regular communication through Slack or similar communication applications
- Facilitate effective communication between all team members
- Implement, schedule and monitor appraisals and performance review processes and professional development opportunities
- Manage freelance and project-based Artist/ creative opportunities
- Oversee SYT's training and development programme for all staff, working with the Board of Directors and Board of Advisors

Marketing and Community Engagement

- Develop and implement marketing strategies to promote SYT's programmes, workshops and community sharing events - monitoring target participation and leading on raising the profile at local and county level
- Maintain the organisation's website and social media presence
- Build relationships with schools, community organisations, and local businesses
- Represent Somerset Youth Theatre at community events and networking opportunities when required
- Manage participant enrolment and communication with parents/guardians
- Communication lead for parents/ carers for SYT's weekly youth theatres (Strand 1) and Play in a Week (Strand 2)

Strategic Development

- Work with the Board and CEO to implement the organisation's strategic plan
- Identify opportunities for programme expansion and organisational growth
- Research and pursue funding opportunities and partnerships
- Monitor and evaluate program effectiveness and impact
- Stay informed about trends and best practices in youth theatre and arts education



Other

- Attend training and continued professional development relevant to the role, as needed

This job description gives a general idea of what the role involves, but it doesn't cover everything. We are a small team and are passionate about shared learning, training and upskilling. If there are elements of the role for which you are currently inexperienced, we encourage you to apply. We are all learning!

From time to time, you may be asked to do other tasks that help the team or support the organisation's work. We'll always aim to keep things fair and make sure any extra duties fit with your role and skills.

Person Specification

Essential Qualifications and Experience

- Minimum 2 years' experience in operations, administration or similar management role
- Proven track record in financial management and budgeting
- Experience in staff supervision and volunteer coordination
- Excellent ability to lead operations, adapting methods of communication to meet neurodivergent needs
- Strong understanding of marketing, communications and audience development
- Excellent organisational and time management skills
- Proficiency with Google software, (or similar), financial systems, and digital communication tools - refining use of tools for biggest impact
- Understanding of safeguarding principles and practices for working with children & young people

Desirable Qualifications and Experience

- Experience working in third sector, performing arts organisation, or educational setting
- Knowledge of the youth arts sector and Somerset/ SW and UK funding landscape
- Experience with grant writing and fundraising
- Background in or understanding of theatre production processes
- Familiarity with the Somerset region and its cultural landscape
- Qualification in arts management, business administration, or related field

Personal Attributes

- Passion for youth development and arts education
- Strong leadership and interpersonal skills
- Excellent written and verbal communication



- Problem-solving mindset and adaptability
- Ability to work evenings and weekends when required for performances and events
- Commitment to diversity, equity, and inclusion
- Self-motivated with ability to work independently and as part of a team

Application Process

To apply, please submit your CV and a cover letter outlining your suitability for the role to info@somersetyt.com. Please include "General Manager Application" in the subject line. If you need support with your application, please let us know.

Application Deadline: Wednesday 29th October, 5pm

First Interviews Online: 19th or 20th November 2025

Second Interviews In Person: 27th November 2025

Start Date: To be discussed