

# Projects Producer (full time, maternity cover)



<b>Application deadline</b>	9am, Monday 28 July 2025
<b>Interviews:</b>	Wednesday 6 August 2025 (online via Zoom)

<b>Salary</b>	£33,492 per annum, pro rata for 11 months
<b>Hours</b>	Full time (35 hours per week)
<b>Contract term</b>	Fixed term from 29 Sep 2025 until 28 Aug 2026
<b>Place of work</b>	Remote / Homeworking
<b>Annual leave</b>	20 days + 10 public holidays

## Overview

Youth Theatre Arts Scotland (YTAS) helps make the lives of young people in Scotland better through youth theatre. We are here to support, connect and inspire youth theatre groups and practitioners across the country.

As an intermediary body, we build relationships, and provide essential resources, expertise and support to help Scotland's youth theatre sector grow. Advocating for progress, we champion our community's ambitions and move forward together.

As Projects Producer, you will help drive YTAS's vision forward by...

- managing impactful projects that connect and support the youth theatre community;
- making sure each event or activity is well-planned, well-communicated, and well-executed; and
- supporting our team and partners to deliver work that is inclusive, efficient, and inspiring.

This maternity cover role will have particular focus on the planning and delivery of the **National Festival of Youth Theatre 2026**.

## About Us

YTAS is the national development agency and umbrella body for Scotland's youth theatre sector. Our vision is for universal access to quality youth theatre activity across Scotland and universal recognition of its impact.

We deliver our work through a combination of...

- sector support,
- sector training and development,
- youth theatre events and projects, and
- research and advocacy.

As an organisation we value...

- **Helping Others:** We support, enable and champion.
- **Community:** We are welcoming. We respect differences, provide inspiration and build collective confidence.
- **Collaboration:** We work with and connect a rich network of people and places.
- **Excellence:** We encourage ambition, experimentation and progression. We always strive for quality.
- **Joy:** We have an upbeat and positive approach.

YTAS is a recognised leader in Scotland's youth arts scene. You can learn more about our work at [www.ytas.org.uk](http://www.ytas.org.uk)

Our patron is the Scottish actor, Sam Heughan.

We are a registered Scottish charity, and a company limited by guarantee.



## Working with Us

Although YTAS is a small organisation, through our clear vision, strong team, and efficient ways of working, we make a big impact.

As **Projects Producer** you'll join a motivated team whose work is supported by multi-year funding recently awarded by Creative Scotland.

You can read about what we have planned in our new 2025-2028 Business Plan, which is published on our website at <https://ytas.org.uk/about-ytas/our-mission/>

Over 20 years, YTAS has built a reputation for high-quality work, and we're often complimented on our friendly, informal, and hardworking culture. This role will offer you the chance contribute to this, and to collaborate with all members of our team. You can learn more about our people at <https://ytas.org.uk/about-ytas/our-people/>

The **job description and person specification** below outline the experience, knowledge and skills needed for this role. You will also need to care about achieving the high standards we set ourselves in every aspect of our work.

This includes staff wellbeing. We encourage our staff to learn and grow, and we use a coaching approach to help employees develop in their roles, building self-confidence and self-motivation in their work.

We believe that YTAS is a good place to work, and our former employees agree. Here's what some of them say about their time with us:

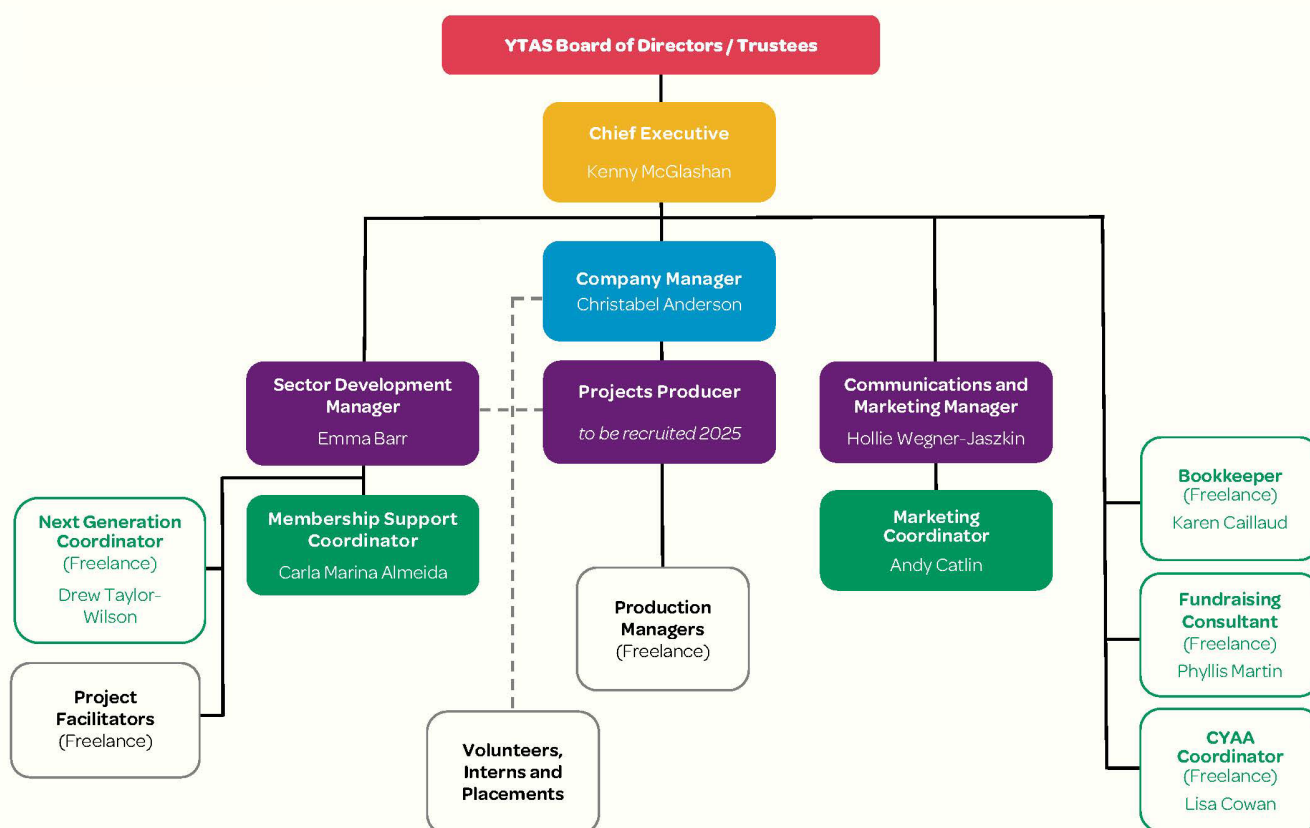
*"The clear focus on who we are as people, rather than just what we do as job roles makes YTAS a unique and special organisation to work for."*

*"Morale and motivation are very positive. This is a team-based organisation."*

*"Staff are motivated by a positive working environment and inspired by the projects and opportunities created."*

*"A lot of time and energy is put into how the organisation can maintain a healthy ethos and set of values."*

# Organisational Structure



## Equal Opportunities and Fair Work

YTAS is an equal opportunities employer. Our work is framed by a commitment to equality, diversity and inclusion (EDI). Within our supportive working culture everyone is treated fairly, and our differences are celebrated as strengths.

We are keen to find the most suitable applicant for this post, and we particularly welcome and encourage applications from candidates who identify as being of the global majority, disabled, neurodivergent, or any combination of these.

We also understand and respect that people take breaks from work for many reasons, such as family, caregiving, or health issues. And we know that valuable skills can be gained during a career break. Please don't let a gap in your work history stop you from applying for this position.

In January 2025, we were awarded the **LGBT Charter Silver Award** in recognition of the level of inclusivity we provide for LGBTQIA+ people.

YTAS is also committed to applying Fair Work principles across our organisation. We offer all individuals an **effective voice, opportunity, security, fulfilment and respect**. In line with this, we are an accredited Real Living Wage employer.



## Job Description

<b>Job title</b>	Projects Producer
<b>Job purpose</b>	To lead the planning, coordination and delivery of YTAS's projects and events, ensuring they are efficiently managed, well-communicated, and delivered to a high standard in collaboration with colleagues, partners, and participants.
<b>Responsible to</b>	Company Manager
<b>Probationary period</b>	3 months
<b>Notice period</b>	1 month

## Management

- Lead responsibility for the co-ordination and production of YTAS's projects and events.
- Planning, implementing, and reviewing project and event co-ordination strategy.
- Managing project and event administration, budgets, and financial processes.
- Managing project and event partner and supplier relationships and working agreements.
- Line managing any fixed-term roles or interns associated to this post.

## Project Co-ordination

- Regularly working with the Sector Development Manager and Communications and Marketing Manager on shared projects and responsibilities.
- Working with the Communications and Marketing Manager on participant recruitment and providing support with project marketing.
- Sourcing and booking project logistics including; venue hire, transport, accommodation, and catering. Liaising with external suppliers to ensure all project logistics are delivered on time and on budget.
- Co-ordinating the production of delegate information packs relating to project events and activity.
- Co-ordinating evaluation processes relating to events and project activity.

## Administration

- Carrying out the administration duties and responsibilities required for the success of this role, and YTAS's Business Plan.
- Creating and recording invoices for project bookings and payments.
- Maintaining and updating mailing lists in support of the Communications and Marketing Manager and wider team, including use of the company CRM.
- Working with the Membership Development Coordinator and wider team to manage YTAS membership processes.
- Occasionally updating content on the company website.
- Acting as first point of contact for enquiries to YTAS main phone line and info email.

## General Responsibilities

- Managing your workload and work schedule independently while coordinating with colleagues, members, and partners.
- Keeping organised online records and filing systems.
- Joining weekly Monday morning team meetings online.
- Attending an in-person staff workday in Edinburgh every 6-8 weeks.
- Attending planning and reporting meetings as required.
- Taking part in regular discussions about YTAS's development work on Equalities, Diversity and Inclusion, Environmental Sustainability, and Fair Work.
- Developing and maintaining an up-to-date knowledge of Scotland's cultural environment.

## Projects Producer (Maternity Cover) Key Activities

Between October 2025 – August 2026 the Projects Producer (Maternity Cover) is expected to focus on the following projects...

	Approx % of time
<p><b>National Festival of Youth Theatre (NFYT 2026)</b></p> <p>The primary focus of the Project Producer will be NFYT 2026, taking place in July 2026.</p> <p>This event will be moving to a new location, so the role will have a specific focus on building new relationships with venues, suppliers and partners.</p> <p>They will have responsibility for the overall administration of the event and will work closely with the whole YTAG team including fixed term administration and production roles.</p> <p>Find out more about NFYT here: <a href="https://ytas.org.uk/whats-on/national-festival-of-youth-theatre/">https://ytas.org.uk/whats-on/national-festival-of-youth-theatre/</a></p>	55%
<p><b>National Convention of Youth Drama</b></p> <p>The Project Producer will be responsible for managing venue partnerships, attendee bookings and logistics for this national conference event taking place in March 2026.</p> <p>Read about previous National Conventions here: <a href="https://ytas.org.uk/whats-on/national-convention-of-youth-drama/">https://ytas.org.uk/whats-on/national-convention-of-youth-drama/</a></p>	15%
<p><b>Sector Training</b></p> <p>Supporting the Sector Development Manager with other national, local and online events including:</p> <ul style="list-style-type: none"> <li>• Regional Hubs: Supporting with logistics, administration and participant recruitment. <a href="https://ytas.org.uk/whats-on/regional-hubs/">https://ytas.org.uk/whats-on/regional-hubs/</a></li> <li>• Next Generation: Assisting with general administration and some online and in-person event delivery. <a href="https://ytas.org.uk/projects/next-generation/">https://ytas.org.uk/projects/next-generation/</a></li> <li>• Other projects including theatre trips and Knowledge Exchange Sessions <a href="https://ytas.org.uk/what-we-do/projects/">https://ytas.org.uk/what-we-do/projects/</a></li> </ul>	5%

<p><b>YTAS Membership Scheme</b></p> <p>Working closely with the wider YTAS team to implement the updated YTAS Membership Scheme, including launch of updated CRM and website processes.</p> <p>Read more about the current YTAS Membership Scheme here:  <a href="https://ytas.org.uk/about-ytas/membership/">https://ytas.org.uk/about-ytas/membership/</a></p>	<p>10%</p>
<p><b>General Administration and other YTAS Projects</b></p> <p>The Projects Producer will also be responsible for and involved with wider administration and planning activities across the YTAS programme including:</p> <ul style="list-style-type: none"> <li>• General administration such as invoicing, proofing documents, and acting as main point of contact for enquiries.</li> <li>• Taking part in regular discussions about YTAS's development work on Equalities, Diversity and Inclusion, Environmental Sustainability, and Fair Work.</li> <li>• Attending, hosting, and contributing to regular Team Meetings</li> <li>• Future planning and project development discussions as appropriate</li> <li>• Assisting with fundraising and reporting tasks.</li> </ul>	<p>15%</p>



# Person Specification

## Essential criteria for interview

Your application will be assessed on how well you show you meet the following criteria...

### 1. You are confident planning and delivering events and projects.

You can take the lead in co-ordinating events and project activity, from early planning through to delivery and evaluation. You can manage logistics, schedules, budgets and partners to ensure high-quality results. You can provide clear structure, support, and feedback to colleagues, helping them stay on track with tasks and timelines.

### 2. You are organised and detail-focused.

You can manage multiple responsibilities at once, tracking progress and priorities across different projects and deadlines. You take pride in keeping systems, documents and communications clear and up to date.

### 3. You are a proactive collaborator.

You enjoy working with colleagues, partners, and suppliers. You communicate effectively, respond flexibly to change, and contribute positively to a team environment. You take a supportive and inclusive approach to team collaboration.

### 4. You have experience managing budgets and financial processes.

You are comfortable creating and tracking project budgets, processing invoices, and working within financial procedures. You are confident ensuring good value and timely payments when working with suppliers and venues.

### 5. You are a skilled communicator and administrator.

You write and speak clearly, adapting your tone and message for different audiences. You are confident using email, spreadsheets, and other systems to carry out your work efficiently and professionally.

### 6. You are confident using digital tools.

You are a proficient user of Microsoft 365, particularly with Sharepoint and other online filing systems, as well as meeting tools such as Teams and Zoom. You are comfortable learning and utilising new digital systems for managing and improving processes.

## Desirable criteria

- You have an interest in and enthusiasm for youth arts.
- You have working knowledge of the arts and/or third sector landscapes in Scotland.
- You have experience of working with EDI, environmental, and Fair Work policies and action plans.

## Further Information

### Salary, Hours and Term of Contract

Your salary will be £33,492 per annum, pro rata for 11 months. Your contract will be for 35 hours per week. This is a fixed-term, maternity cover contract for 11 months until 28 August 2026.

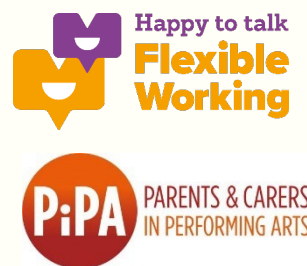
### Place of Work

YTAS is a remote-working organisation. All staff work from home. We meet as a team in person, in Edinburgh, once every six to eight weeks. This role will also involve occasional travel within Scotland to attend YTAS events, which may include working out of regular office hours. When this is required, adjustments to working patterns will be supported by our flexible working and Time of in Lieu (TOIL) policies.

### Flexible Working

YTAS is a flexible working organisation, enabling staff to find and maintain the right work-life balance. Whenever possible, we offer flexibility in where, when, and how long employees work.

As a PiPA (Parents and Carers in Performing Arts) partner, we welcome discussions on ways to balance work with caring responsibilities. This may include job shares, adjusted start and finish times, or flexible workdays.



### Annual Leave

In year one of employment with YTAS annual leave allowance is 20 days plus 10 days' public holidays (pro rata). Two weeks' annual leave must be taken over Christmas and New Year when the company implements a shutdown period. Our annual leave year is January to December.

### Pension Contribution

YTAS operates a group personal pension scheme. Employees are automatically enrolled but may opt out at any time. A minimum combined employee/employer pension contribution of 8% is required. YTAS currently makes an employer contribution of 5%. If an employee decides to contribute the additional minimum 3%, this is deducted from their salary each month.

## Employee Benefits

- **Equipment**

YTAS provides the IT and office equipment and support necessary for employees to carry out their roles safely and effectively in the home environment.

- **Travel and Accommodation Expenses**

All work-related travel and accommodation expenses are reimbursed by YTAS.

- **Employee Assistance Programme (EAP)**

YTAS employees are automatically enrolled in a company EAP. This provision is intended to support staff to deal with any personal problems that might negatively impact their work, health or wellbeing, via access to a free, confidential, and independent information, support and guidance service.

- **Birthday Leave**

YTAS offers a discretionary day of additional paid leave for each employee if their birthday falls on a day they would normally be working.

## How to Apply

To apply for this position please complete our **Application Form** and submit it by email to [recruitment@ytas.org.uk](mailto:recruitment@ytas.org.uk)

We are not able to accept CVs.

### Guidance on completing the section 'Your Suitability for the Role':

For the 'Suitability for the Role' section of the Application Form, we are happy to accept your answers either...

- in writing, or
- in video or audio format (limited to a total of 10 minutes).

If you choose to record your answers, please provide a web address where we can access your file, or submit it by email with your completed Application Form.

Please make it easy for us to assess your application by showing evidence that you have the skills, knowledge, and experience listed in the **Person Specification** above.

When answering the 'Your Suitability for the Role' questions, briefly explain how you meet each of the **essential criteria**. Your answers will be scored.

When you do this, **please give evidence** rather than assertions. A statement such as, *'I have excellent attention to detail'* is an assertion. Instead, describe time when you paid particular attention to detail, what you did and how others reacted or benefited from this. We need proof that you have the skills, knowledge and experience we are looking for.

### Important Dates

Application deadline	9am, Monday 28 July 2025
Shortlisting decision	by 5pm, Wednesday 30 July 2025 (via email)
Interviews	Wednesday 6 August 2025 (online via Zoom)
Recruitment decision	by 5pm, Monday 11 August 2025
Approximate start date	Monday 29 September 2025

## Interview Accessibility

All candidates invited for interview will receive...

- The interview questions in advance.
- A request to tell us about any access requirements or preferences which will make the interview experience easier or more comfortable for you.
- A request to let us know about any extra expenses you may incur as a result of attending the interview, for example childcare or other care costs. We can reimburse these.

## Before you Apply

If you have any questions or would like to find out more about this position you can either...

- email [catherine@ytas.org.uk](mailto:catherine@ytas.org.uk), or
- book a 20-minute conversation on Microsoft Teams with **Catherine Makin, Projects Producer** using this link: <https://tinyurl.com/y6juffnk>

**Registered Address** (for mail only):  
Youth Theatre Arts Scotland  
5 South Charlotte Street  
Edinburgh  
EH2 4AN

**T:** 0131 538 0591  
**E:** [info@ytas.org.uk](mailto:info@ytas.org.uk)

**Company No.** 269952  
**Scottish Charity No.** SC035765