

Play the Lead Role

Chief Executive Officer Recruitment Pack



Youth
Theatre
Arts
Scotland

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Welcome from the Chair

On behalf of the Board and staff team of the Youth Theatre Arts Scotland (YTAS), we are delighted that you are interested in joining us as our new Chief Executive.

This is an exciting moment for our organisation. YTAS plays a unique and vital role in Scotland's cultural life – supporting young people, empowering practitioners, and connecting youth theatre across the country. As we move into our next chapter, with a strong team and a clear strategic plan in place, we're looking for a new leader to build on this momentum and shape the future with vision, care and ambition.

We know this is a significant role, and we're committed to supporting a recruitment process that is transparent, welcoming, and inclusive. If you share our passion for young people's creativity, and want to lead an organisation that truly makes a difference, we'd love to hear from you.

Liam Farrow
Chair, Youth Theatre Arts Scotland



SCOTLAND'S YOUTH THEATRES
Sector Review 2023

"YTAS continues to be the go-to for updates, information, training and good practice to maintain quality, safety and an overall fun environment in Scotland's youth theatres."
(PARTICIPANT ON YTAS'S SECTOR TRAINING)



LGBT YOUTH SCOTLAND CHARTER PROGRAMME
Consultation and dissemination workshop held in Dundee, March 2024

"Scotland's youth theatre sector is well networked and, through the work of Youth Theatre Arts Scotland, is proactive in its self development." (TIME TO SHINE, SCOTLAND'S YOUTH ARTS STRATEGY)

About Youth Theatre Arts Scotland

Youth Theatre Arts Scotland (YTAS) is the national development organisation for Scotland's youth theatre sector. For over 20 years, we've helped make young people's lives better through youth theatre.

We support, connect and inspire a diverse network of youth theatre participants and practitioners across Scotland – championing access, development, and impact. We play a vital role as an intermediary body—providing guidance, resources, and a collective voice for youth theatre in Scotland.

YTAS is a registered charity and a company limited by guarantee.

You can learn more about our work at www.ytas.org.uk.

What We Do and Why It Matters

Youth theatre builds confidence, creativity, wellbeing, and life skills in young people. We help practitioners improve access, quality, and impact – making youth theatre more inclusive, visible, and effective across Scotland.

As an intermediary body, we help Scotland's youth theatre sector navigate a complex landscape of opportunities, regulations, and partnerships. Our focus is on connecting people, streamlining support, and amplifying collective voice and action.

We support over 100 member organisations and professionals, reaching 15,000+ young people each week. Each year, we directly engage around 3,000 individuals and extend our reach to another 20,000 through our digital platforms.

We deliver impact through a combination of...

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

Our Values and Commitments

YTAS's values and commitments are deeply embedded in our operations and aspirations. They reflect our dedication to providing quality youth theatre experiences while upholding principles of inclusivity, fairness, and sustainability.

Our values...

- **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.

We are committed to...

- **Children and young people's rights:** We advocate for youth voice and leadership, aligning with the UNCRC and national youth work priorities.
- **Safeguarding:** We uphold the highest standards of safety and wellbeing, guided by robust child protection policies and practices.
- **Equality, Diversity & Inclusion (EDI):** We aim to go beyond compliance through proactive EDI policies and sector-wide support.
- **Fair Work:** We embrace Fair Work principles, offering effective voice, opportunity, security, fulfilment, and respect to our staff. We are a Living Wage Employer and PiPA (Parents and Carers in Performing Arts) partner.
- **Environmental Sustainability:** We are committed to net-zero by 2045 and support our sector to reduce its environmental impact. We are a member of the Green Arts Initiative and signatory to Creative Carbon Scotland's Green Arts Charter.

Our Strategic Priorities

Our 2025–2028 Business Plan sets out a bold vision to strengthen, connect and advance youth theatre in Scotland. Rooted in inclusivity, sustainability, and skills development, the plan builds on two decades of experience and outlines how we will grow our reach and deepen our impact over the next three years.

We will focus on three strategic priorities...

Strengthening infrastructure

We'll support youth theatres to overcome access and operational challenges, offering guidance, resources and funded opportunities. Our membership will grow and diversify, and our digital platforms will provide greater access to curated resources and national opportunities.

Investing in People and Practice

Through year-round training, national festivals and conferences, we will enhance the skills, knowledge and ambition of youth theatre practitioners and young participants. Our support will respond directly to the diverse and evolving needs of the sector.

Driving Collective Advocacy and Insight

As the sector's intermediary, we will lead cross-sector collaboration, conduct research, and represent youth theatre in national and international forums. We'll capture and share data, commission case studies, and contribute to the delivery of cultural, educational and wellbeing strategies across Scotland.

Despite being a small team, our Business Plan outlines how we will deliver wide-reaching benefits – leveraging our networks, expertise and collaborative spirit to make a big difference.

About the Chief Executive Officer Role

Job title:	Chief Executive Officer
Job purpose:	To lead Youth Theatre Arts Scotland with strategic vision, operational oversight and sector advocacy – ensuring the organisation is well-managed, financially sound, and impactful in advancing youth theatre across Scotland.
Salary:	£46,000 per annum
Hours:	Full time (35 hours per week)
Contract term:	Permanent
Place of work:	Homeworking
Annual leave:	20 days + 10 public holidays in year one (pro rata)
Responsible to:	YTAS's Board of Directors
Line management of:	Company Manager, Sector Development Manager, Communications and Marketing Manager.
Probationary period:	3 months
Notice period:	3 months

Job Description

Key Responsibilities

- Overall leadership and management of Youth Theatre Arts Scotland, including finances, staff, funding, programme delivery, and advocacy.
- Creating and implementing Youth Theatre Arts Scotland's strategic business plan, ensuring current and longer-term legal, financial, and business objectives are met.
- Overseeing organisational activity, ensuring it is in line with strategic objectives and is produced to the highest standards.
- Ensuring sound financial management, involving the preparation and monitoring of all budgets relating to core and project activity.

- Reporting the financial, strategic and operational development of Youth Theatre Arts Scotland to the Board of Directors and to relevant funders on a regular basis.
- Recruiting, leading, motivating and developing core and temporary staff and managing performance effectively.
- Representing the organisation and Scotland's youth theatre arts sector locally, nationally and internationally, developing and maintaining a wide range of contacts and creating new strategic partnerships to ensure a high and positive public profile for the organisation and for Scotland's youth theatre arts sector.
- Developing and maintaining an up-to-date knowledge of the cultural environment ensuring that Youth Theatre Arts Scotland continues to operate in the context of current developments in the arts, theatre and education.
- Ensuring that the voice of Scotland's youth theatre arts sector is always fully represented and at the heart of what Youth Theatre Arts Scotland does.

General Responsibilities

- Guiding and supporting all members of the YTAS staff team where required.
- Managing your workload and work schedule independently while coordinating with colleagues.
- Keeping organised online records and filing systems.
- Attending weekly Monday morning team meetings online, and other planning and reporting meetings as required.
- Attending an in-person staff workday in Edinburgh every 6-8 weeks.
- Maintaining an up-to-date knowledge of Scotland's cultural and third sector environments.
- Maintaining an up-to-date knowledge of relevant legislation.

Person Specification

Essential criteria for interview

Your application will be assessed on how well you demonstrate the following...

1. You are an experienced and inspiring leader

You have a proven ability to lead organisations, programmes, or teams with clarity and purpose. You inspire trust and confidence, bring people together around shared goals, and are committed to nurturing a healthy, inclusive, and values-driven workplace culture.

2. You are skilled in strategic thinking and planning

You can shape and implement long-term strategic plans that respond to wider cultural, social or political contexts. You are able to set clear direction, monitor progress, and adapt plans when necessary to achieve impact and sustainability.

3. You take initiative and drive improvement

You actively identify opportunities for organisational growth, learning, and development. You respond to challenges constructively, take responsibility for problem-solving, and seek ways to enhance impact and effectiveness.

4. You are effective at leading teams and managing people

You know how to recruit, develop, and support staff, creating conditions for people to thrive. You understand the responsibilities of senior line management and how to promote wellbeing, inclusion, and good performance across a team.

5. You are committed to supporting young people and youth theatre

You understand the value of youth theatre and share a belief in the creative potential of all young people. You can advocate confidently for youth voice, participation, and access, and ensure these principles are embedded across organisational activity.

6. You are an excellent communicator and public representative

You can advocate for an organisation's mission to a wide range of stakeholders including funders, policymakers, partners and the public. You are comfortable speaking and writing on behalf of a sector, and you can tailor your message to build understanding, influence, and support.

7. You have a solid understanding of financial management and experience of handling budgets

You understand the financial responsibilities of running an organisation, including managing

budgets, reporting to funders, and ensuring compliance with charity finance and governance. You are confident in making financial decisions that balance ambition with accountability.

8. You are confident in governance and accountability

You understand the role of a Board and how to work collaboratively with trustees to support strong governance. You are comfortable with regulatory compliance and know how to ensure an organisation's practices are robust, transparent and legally sound.

9. You are knowledgeable about cultural and social policy in Scotland

You are familiar with the policy context for youth arts, culture, education and the third sector. You stay up to date with sector developments and use your knowledge to shape strategy and influence change.

Desirable criteria

- You have direct experience of working in youth arts, theatre, or creative learning.
- You have previously led an organisation or worked in a CEO or Director-level role.
- You have experience of working with national funders and policymakers.



NATIONAL FESTIVAL OF YOUTH THEATRE

Campsite Ceilidh at the National Festival of Youth Theatre in Ayr, July 2022

"I was lucky enough to attend the NFYT as a participant. It's where I learnt some of my biggest lessons, where I made some lifelong friends, and it is certainly one of the major reasons I went to study at the Royal Conservatoire of Scotland after I finished high school.

Bringing a group of young people to the festival a decade later really made me optimistic and excited about the future of Scottish Theatre. There is so much talent on show at NFYT and I can only hope one of my group will take their youth theatre to the festival in 2031." (NFYT 2019 GROUP LEADER)



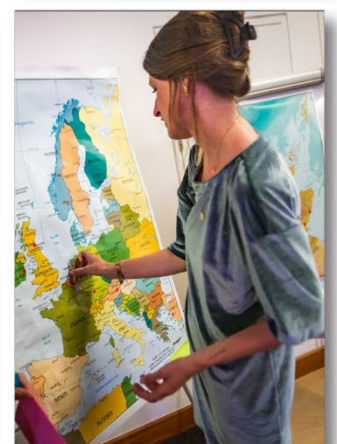
DIRECTORS' DEVELOPMENT PROGRAMME

Traverse Theatre, Edinburgh, March 2023



ADVOCACY

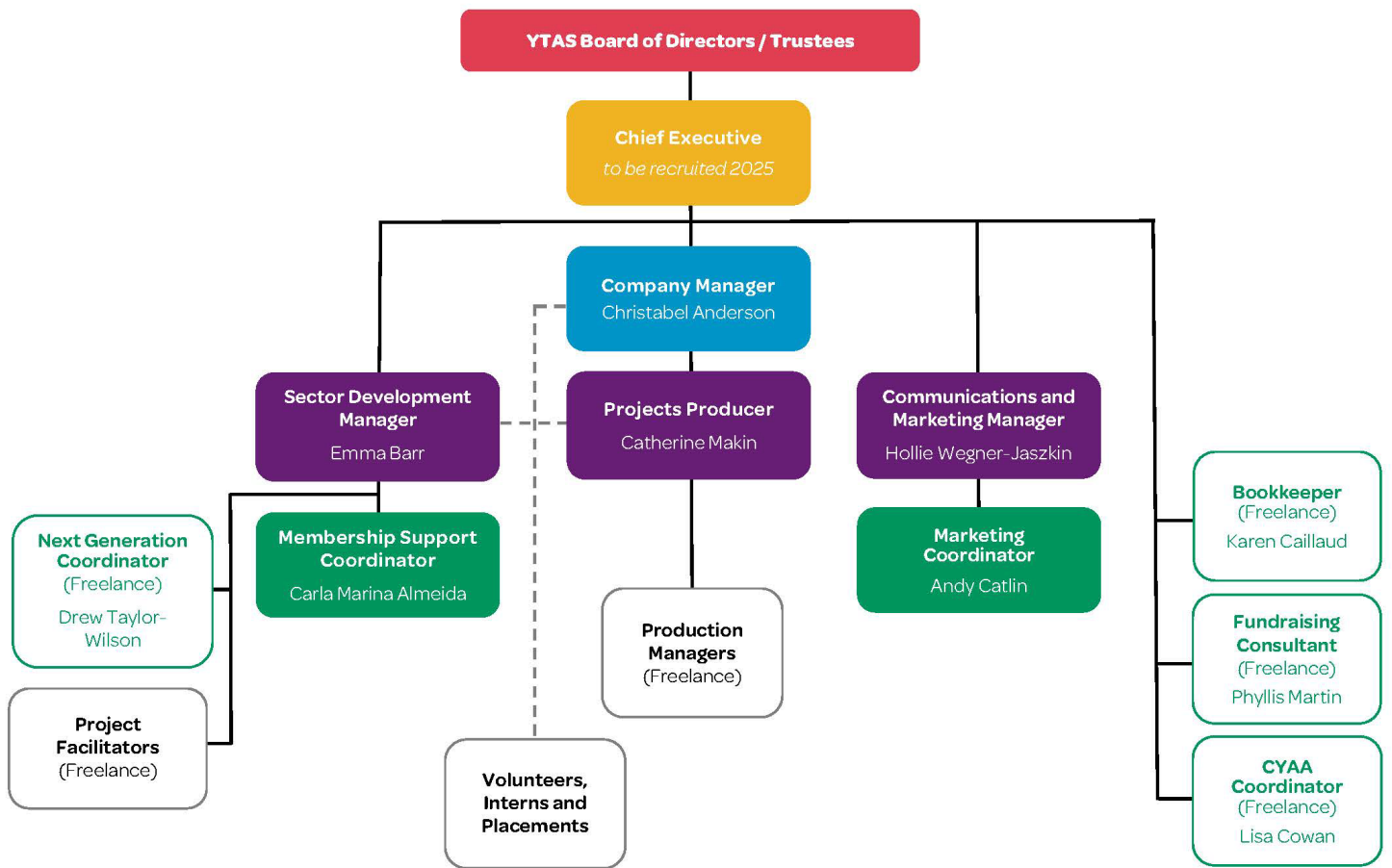
Children's and Youth Arts Advocacy workshop held in Dundee, March 2024



BUZZ

'Diverse Voices in European Youth Theatre' International Artist Lab events held in Glasgow and Edinburgh, June 2023

Organisational Structure



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 **Chief Executive** you'll join a motivated team whose work over the next three years will be 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** 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."*

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.



Further Information

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.



NATIONAL CONVENTION OF YOUTH DRAMA

Dundee Rep, March 2024



INTERCHANGE

Skills development weekend at Perth Theatre, March 2022

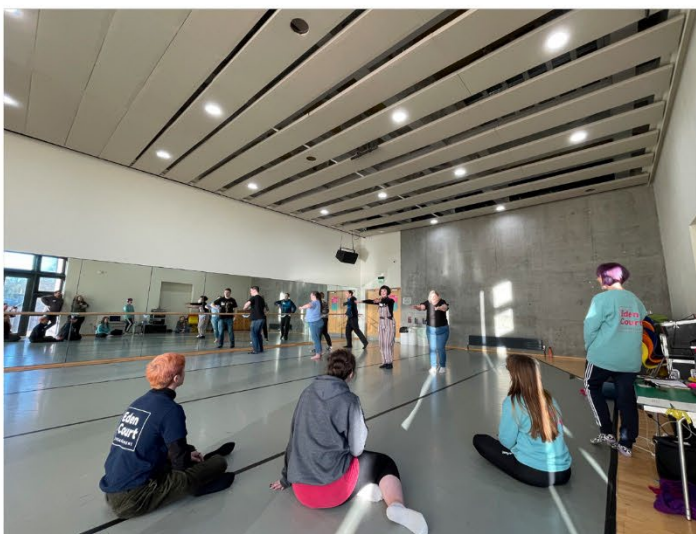


SECTOR TRAINING – REGIONAL HUBS

'Supporting Neurodiversity' workshop at Theatre Royal Dumfries, November 2023

"I always come away from a YTAS Sector training event feeling more informed, but also very importantly energised and reminded that I am part of a curious and inclusive community." (PARTICIPANT ON YTAS'S SECTOR TRAINING)

"YTAS is a key reason people in the sector know each other so well! (They are) an invaluable way for the sector to develop, particularly useful for freelancers who often work alone and can feel detached." (MEMBER FEEDBACK)



SECTOR TRAINING – REGIONAL HUBS

'Let's Get Moving' workshop at Eden Court, Inverness, January 2024



NEXT GENERATION PROGRAMME

'Developing a Youth Manifesto' session at Festival Theatre, Edinburgh, March 2023

How to Apply

Application deadline:	9am, Monday 21 July 2025
Shortlisting decision:	by 5pm, Wednesday 23 July 2025 (via email)
Interviews:	Stage 1: Thursday 31 July 2025 (online via Zoom) Stage 2: Thursday 7 August 2025 (in Edinburgh)
Selection and recruitment decisions:	Stage 1: Monday 4 August 2025 Stage 2: Monday 11 August 2025

To apply for this position please provide a Covering Letter outlining your interest in and suitability for the role along with your most recent CV. These should be sent as attachments to an email and sent as Word or PDF files and should not exceed two pages each.

If you have any concerns or questions about preparing your application in this format, please contact recruitment@ytas.org.uk

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, briefly explaining how you meet each of the **essential criteria**. Your answers will be scored.

Equal Opportunities

We invite all applicants to also complete our [voluntary and anonymous Equal Opportunities Monitoring Questionnaire available here](#). You do not have to complete the form, but your input will help us create a more inclusive and welcoming workplace.

The information you provide will help us...

- ensure all job applicants are treated fairly, regardless of age, disability, race, religion, marital status, pregnancy, gender, gender identity, or sexual orientation.
- understand who our job opportunities are reaching so we can improve our recruitment practices and encourage a more diverse range of people.

Interview Accessibility

All candidates invited for the Stage 1 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 YTAS's Chair (Liam Farow) or outgoing CEO (Kenny McGlashan) at recruitment@ytas.org.uk
- book a 20-minute conversation on Microsoft Teams with **Kenny McGlashan** using this link <https://tinyurl.com/4ed8t6t9>

Registered Address (for mail only):

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Company no. 269952 | Scottish charity no. SC035765



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