Company Manager

Salary: £30,000 per annum Full time (35 hours per week excluding lunch breaks)

Reports to: Executive Director

Direct reports:
1 Administrative and Communications Assistant (0.3. FTE)
Approx. 3-5 Lead Support Workers
Approx. 15-20 Volunteer Support Team members
Office-based direct reports may increase as funding allows.

Role purpose
To lead the support management and coordination, safeguarding, operational management and administrative functions that enable Lung Ha Theatre Company (LHTC) to deliver its inclusive artistic programme safely, effectively and in line with its organisational values and policies.

Key responsibilities

Ensemble Administration and Support Coordination and Management – 40%

- Recruit, train and line manage lead support workers (usually around 3-5 people) and the volunteer support team (usually around 15-20 people)
- Support and inform the development of a new Lead Support Worker and Volunteer Strategy, working with the Executive Director hold responsibility for leading its implementation, including ensuring that qualified support is in place for all LHTC activities
- Work with Artistic Director to agree support staffing needs for LHTC activity
- Act as lead contact between LHTC Actors and their support workers or family members regarding access needs, company updates and general information. Be responsible for ensuring that relevant information is communicated to the LHTC team and volunteers
- Act as Safeguarding Lead to support delivery of LHTC safeguarding responsibilities. This will include writing and updating relevant policies including Safeguarding and Professional Relationships, arranging safeguarding training and implementing LHTC policies if concerns are raised
- Act as a signatory for PVG scheme membership applications. This includes monitoring and implementing regulatory changes in addition to arranging applications for relevant staff and volunteers including Board members
- Oversee safe working environments, including the development of Personal Emergency Evacuation Plans (PEEPS) and the arrangement of first aid training for relevant team members across the organisation

Support for Artistic and Executive Directors – 35%

- Coordinate annual auditions, working with the Artistic Director
- Lead project support such as schedules, budgets, travel and hospitality
- Issue contracts/letters of agreement to freelance practitioners on relevant projects
- Support the annual review and updating of several LHTC organisational policies related to responsibilities of this role (i.e. safeguarding, environmental etc.)

- Support the collation of materials required for preparation of annual report, AGM papers and annual accounts

Office management and General administration – 25%

- Monitor info@lungha.com inbox
- Manage utilities and subscriptions
- Liaison with IT support for day-to-day operation
- Liaison with building managers and with other tenants and attend tenants meetings
- Work with Development Officer and Executive Director in providing supporting material for funders and relevant reporting
- Be LHTC Green champion and lead on environmental reporting
- Board/Governance administration including support for Chair
- Line manage part-time Administration and Communications Assistant and oversee their workplan

Proportions set out above are indicative and will fluctuate over time.

Skills & experience

Essential

- Management – experience of practical line management and effective delegation and oversight within a small team
- Volunteer/support worker engagement – experience of working with volunteer teams
- Safeguarding – good practical understanding of safeguarding requirements and their implementation in a regulated environment
- Organisation and administration – experience of working with (ideally developing and implementing) sound administrative and governance systems and processes
- Time management – ability to prioritise and deliver against hard deadlines whilst maintaining ongoing workload

Desirable

Understanding and/or experience of:

- Theatre/performing arts context in Scotland or elsewhere
- Working with people with learning disabilities and autism
- Environmental issues and reporting practices
- Volunteer work

Role context

Lung Ha Theatre Company is Scotland's leading theatre company for actors and theatre makers with a learning disability and autism. We produce award-winning productions and work with a year-round, large ensemble to develop their practice and remove barriers to participation in the arts.

We are a people led and people focused organisation that values those with whom we interact. Our values are:

Artistic Excellence: our work will have impact and be of high quality.

Collaboration: we actively seek opportunities to work with new people and organisations, to learn to work in new ways and share our skills, knowledge and experience.

Integrity: we will act with integrity in all aspects of our work. We will demonstrate high levels of honesty, reliability, equality, transparency and professionalism.

Respect: we will treat everyone that we encounter with respect and courtesy.

Bold: we will be a brave and courageous company that pushes boundaries and gives a voice to people who may otherwise feel marginalised from wider society.

Other

Lung Ha Theatre Company offers a company pension through People's Partnership with an employer contribution of 3%. We offer 20 paid days' holiday per year plus 8 public holidays. We are committed to supporting staff development through training and mentoring.

Full-time hours are 35 hours per week (excluding lunch breaks), Monday–Friday, with flexibility required around evening and weekend working in line with production/activity schedules. Evening and weekend working will be planned well in advance.

The role will be based in the Lung Ha office, Grindlay Street, Edinburgh with occasional travel around Scotland, and a blended approach to office and home working. There is an expectation with this role that office and contact time will be connected to the responsibilities set out above and we would envisage that the holder would normally be in the office for 3-4 days per week.

Screening

This role is classified as a Regulated Role (for more information, see: www.mygov.scot/pvg-scheme/regulated-roles). Therefore it is a legal requirement to join the PVG scheme for work with protected adults before you are appointed.

When you apply to the scheme, Disclosure Scotland carries out criminal record checks. You'll get a disclosure which shows the results of these checks. You will then share this disclosure with us. We will support you through this process (and cover the associated cost) as we are an enrolled body organisation and submit our applications through VSDS (Volunteer Scotland Disclosure Services).

How to apply:

Please submit a CV and covering letter (no longer than two sides of A4), telling us who you are and about the relevant experience you have for the role, to Ruth McEwan, Executive Director: **ruth.mcewan@lungha.com**

Provide the names and contact details of two referees (one of whom should be your most recent employer). We will only contact referees on offer of employment.

It would be helpful if you could also indicate when you submit your application where you found out about this job opportunity.

Deadline for applications: **12 noon, Monday 2nd November 2026**

Interviews are expected to be week commencing 9th November, with a second, less formal round at a time to be confirmed after the first interview.

Should you have any questions, would like further information, or wish to apply in an alternative format, please do not hesitate to contact Executive Director, Ruth McEwan: **ruth.mcewan@lungha.com** / 0131 221 9568