



RECRUITMENT PACK

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About Us

Leeds Heritage Theatres (LHT) is a registered charity (Charity No. 500408) comprised of three nationally significant heritage venues and a well-established Youth Theatre, working collaboratively to bring people together, to create the extraordinary and to provide a positive environment in which to entertain and educate.

Leeds Grand Theatre brings large-scale touring productions to Leeds, alongside residencies with Opera North and Northern Ballet. City Varieties Music Hall holds the Guinness World Record for the longest running music hall and continues to engage a wide audience with live comedy, music, variety and pantomime. The Hyde Park Picture House is the home of cultural film in Leeds hosting a diverse programme of independent, documentary, international, classic, and experimental cinema.

Over 10,000 people take part in our Youth Theatre and our broader learning programme each year, placing individuals at the heart of the city's artistic life, providing safe spaces to connect, create, learn and enjoy using the rich resource of our heritage theatres.

Despite a collective age of over 400 years, we are always working to better understand how we can improve the culture in our organisation. Over the last five years our focus has been placing good governance and health and safety at the heart of what we do to ensure the safety of our team, visiting artists and audiences. Over the next five years our focus will be learning from the challenges of 2020 including the Coronavirus Pandemic, finding ways of working more holistically and strategically across our venues and better understanding our charitable aims, ensuring they are at the heart of our work going forwards.

Values

We believe in:

- Creating the extraordinary
- Bringing People Together
- Resilience

Vision

To advance the arts for Leeds and inspire the next generation to keep our story progressing through time.

Our People

When we come together, we create something extraordinary, the feeling, the moment, the conversation.

When we all bring our unique skills to bear, we make a real difference. It's a special blend of people, spaces, and energy.

Everyone is welcome to share in this labour of love. To inspire one another and hold us together. What part will you play?

Leeds Heritage Theatres directly employs 255 people with a mixture of full time and part time, permanent and temporary positions working across a range of different, but interlinked, departments.

Some positions are specific to one venue, other's work right across all our spaces. We also commission 42 freelancers and work regularly with more than 140 volunteers.

Working with Us

We are an Equal Opportunities employer and actively encourage people from a variety of backgrounds, experiences and skill sets to join us. To help support this we have a flexible working policy and will consider job shares and working from home where roles make this possible.

We recognise the important role Unions play in maintaining a strong organisation and work with BECTU to negotiate terms and conditions for our workforce based on a mixture of national and local agreements in line with our sector.

We offer a generous average salary pension scheme to everyone who works with us and have an Employee Assistance programme which is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing. We also aim to make offers and discounts for our own venues and local businesses available to staff on a regular basis.

RECRUITMENT PROCEDURE & GUIDANCE

Leeds Heritage Theatres' success and our ability to fulfil our Charitable aims is dependent on the people who choose to join our team. Whether you are just starting out or if you have decades of experience under your belt, we are looking for people who want to help us to succeed and who, in turn, will find our team to be a safe and supportive environment in which to flourish.

We know that there are a lot of things that will impact on this ambition and making a good relationship with a new team member starts right from the beginning, so we have brought together these guidelines explaining our recruitment and selection practices.

These guidelines are designed to provide clarity for all potential applicants about the standards and practices that are applied in our recruitment and selection process.

Job Description

The Job Description contains a guide to the key purpose and responsibilities of the post, covering as comprehensively as possible what is required of the post holder in the performance of their duties.

The Essential and Desirables Attributes of the Person Specification section lists the criteria that are required for someone to be able to perform the role to the required standards. It is divided into knowledge, skills, experience, and personal attributes. These criteria are used in the shortlisting process and will form the basis for the questions asked at interview.

We have written these criteria and review applications with the recognition that some of your skills may have been developed outside the theatre or cinema environment. We encourage applications from candidates who have not worked for an organisation like ours before but have transferable skills and experience.

Equal Opportunities

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates.

Recognising that the cultural sector, including our organisation, has a great deal of work to do to become truly equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process. However, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our organisation. Identifying areas in which our workforce is not representative of our community and our sector, then developing ways of improving representation, forms an important part of our growing Equality, Diversity, and Inclusion strategy.

Advertisement of Posts

All vacancies will be advertised for a minimum of three weeks where practically possible. Should three weeks' notice not be possible, shorter advertisement periods may be applied.

The advert will specify if we are asking for candidates to provide us with a CV and covering letter or if we want people to complete an application form.

Application By CV

For most of our vacancies we ask candidates to complete an application form to be considered for a role but in some circumstances, we will ask prospective candidate to submit a CV and covering letter. Ideally the covering letter should be up to 800 words and help us to understand why you are suitable for the position by outlining what skills and experience you have which is relevant to the role and why you want to join our team.

For these positions the CV and covering letter should be emailed to humanresources@leedsheritagetheatres.com or posted to the following address;

c/o Human Resources
Leeds Grand Theatre
No. 46 New Briggate
Leeds
LS1 6NU

Submitting Your Application Form

For applications where you need to complete a form you can download the form from our website alongside the Job Description. To help you complete your application please consider the following guidelines:

- Before submission make sure you have completed all sections of the form.
- Please type or write clearly in black or blue ink.
- In the 'Employment history' section it helps if you can tell us why you have left a position.
- Try explaining any gaps in your work history.
- *If* essential to the role proof of qualifications and membership to professional bodies may be required.

Supporting Statement

The information you provide as part of the application form is called your Supporting Statement. It is the most important part of the application form. You should consider the following:

- Applications can only be assessed on the information you provide. Your supporting statement should clearly demonstrate your capabilities.
- You need to explain and demonstrate how you meet each of the essential criteria in the **person specification** and provide examples from your **previous experience**. Do not forget to present this in relation to the **job description**.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of $\frac{3}{4}$ of a side of A4 and a maximum of two sides.
- If your experience is from a non-cultural or otherwise dissimilar environment, please speak to what skills and experience you have which is transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Try use concise, unambiguous sentences and avoid exaggerations.

Shortlisting

Once a vacancy has reached the closing date no further applications will be accepted. Before being reviewed we anonymize the applicant's name, educational institution and dates of study on each application. Applications are then reviewed by a team of two or three staff with direct knowledge of and skills relevant to the role being applied for. They will shortlist candidates based on the Job Specification and application.

Assumptions are never made about a candidate's skills, experience, and knowledge. Frequently candidates make assertions on their application forms (such as "I am an excellent team player") but provide no demonstrable evidence to back such statements up. If candidates do not provide any demonstrable evidence, they are scored accordingly.

As soon as a decision has been made, we will contact shortlisted applicants to arrange interviews. Normally you would expect to hear from us within one to two weeks of the closing date if you have been selected for interview. If you do not hear from us within two weeks you have not been successful on this occasion.

Interviews

The interview is an opportunity for us to get to know you and to better understand your skills, experience, knowledge, and abilities.

Interviews are conducted by the same two or three people who shortlisted applications and will include the line manager of the post being advertised. One of the team will act as Chair which means they are responsible for ensuring any access needs for candidates are considered as well as ensuring interviews are conducted professionally, fairly and in line with our Recruitment Procedure.

The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation to the selection criteria and that those criteria and not any other factors are the basis for the panel's decision making.

The Chair is also responsible for ensuring interview notes are completed for every candidate to help us record the panel's decision but also to enable us to provide feedback for all interviewees so that you can understand the outcome of the interview.

If you are invited to interview you will be given date and time to interview. We will try to accommodate your availability where possible but this is not always possible. In some cases, there may be second or even third interviews but this is unusual.

As part of the interview you may be asked to do a presentation, group exercise, or undertake a skills assessment together with a formal interview. You will receive details of these with your invitation to interview.

The questions asked during interview will be based on the essential and desirable criteria as laid out in the job description and are used to gauge your suitability for the role. Where possible we will strive to share interview questions with candidates at least 24 hours ahead of the interview. This is because we want to use this time to get to know you, it is not simply a test of how well you perform at interview. Candidates are welcome to bring notes with them to the interview if they want.

We are happy to consider making reasonable adjustments as part of this process which might enable you to either attend interview or to perform to your best. These should be discussed at the point of invitation. Examples include but are not limited to:

- A wheelchair accessible interview room.
- Early access to the interview room to familiarize yourself with the space.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

General Data Protection Regulations

Under GDPR legislation, candidates have the right to access any personal data which the company has processed about them during the recruitment process. Therefore, HR will retain this personal data for a period of 6 months following completion of the recruitment exercise.

Please also refer to the Data Compliance Statement (Privacy Policy) for job applicants, available on our website or from HR on request.

FOR MORE INFORMATION

For more information on our recruitment policies and procedures please email humanresources@leedsheritagetheatres.com. Or you can find out more about our venues and our programme by visiting our official websites;

- leedsheritagetheatres.com
- hydeparkpicturehouse.co.uk
- thepicturehouseproject.com