

THE  
BELGRADE  
THEATRE  
COVENTRY



HEAD OF PEOPLE  
AND CULTURE

CANDIDATE  
PACK

# HELLO

# + WELCOME!



**Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.**

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

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# Our mission and values



## NEW VALUES TO INSPIRE

**ACTING TOGETHER:** We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

**COME AS YOU ARE:** We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

**ALWAYS EVOLVING:** We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

## OUR STRATEGIC PRIORITIES

**REPUTATION:** Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

**RESILIENCE:** Future proof the organisation, securing long-term financial and environmental sustainability.

**INCLUSION:** Embed diversity, access and inclusion in every aspect of what we do.

## A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

## AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

## AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

## AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

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# Job description

**Post:**

Head of People and Culture

**Salary & Band:**

Circa £47,000 dependent on experience

**Department:**

Finance

**Contract:**

Permanent

**Hours:**

Full-Time, but job sharing applications will be considered

**Line Manager:**

Director of Finance

**Reporting From:**

No direct reports, but may be responsible for managing suppliers

**Location:**

The Belgrade Theatre Coventry, but a hybrid working proposal would be considered

**JOB PURPOSE AND ROLE:**

This is a new role in the Belgrade Theatre management team, responsible for developing and optimising our people organisation. You will drive and manage the provision of people management guidance, and support the ongoing development of our people strategy.

The role holder will provide advice and guidance on HR policy direction and governance on people related matters; you will also provide HR support and guidance to staff and managers. The role holder will work with the Chief Executive Officer and Heads of Department to synchronise people related activities across the Belgrade Theatre organisation, including the annual appraisal/performance reviews.

The role holder will be accountable for people related organisational processes and infrastructure, as well as being required to demonstrate exemplary leadership standards and skills, act with integrity and actively contribute to team decision-making in a constructive manner. This role will lead cultural change in the Belgrade Theatre's vision to embrace diversity and inclusivity.

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# What you will do



## MAIN DUTIES AND RESPONSIBILITIES

### Recruitment, Selection, Onboarding

- Lead and manage recruitment and retention processes and initiatives
- Ensure the delivery of, and advise on, all aspects of the recruitment process from role development through to on-boarding
- Advise on, review and amend job descriptions to support managers
- Advise on recruitment strategy to secure strongest candidates for advertised roles
- Ensure that employment contracts are issued and managed in line with legislative requirements
- Ensure that the appropriate induction and onboarding processes for new staff are identified and implemented as appropriate

### Training and Development

- Develop and implement learning and development plans for all staff, in conjunction with HODs, considering regulatory, cultural change, and team as well as personal development needs
- Manage relationships with third party training organisations for delivery of frequently required training, e.g. DBS, Safeguarding
- Work with Managers to identify learning solutions for their teams, to complement broader organisational activities

### Performance Management

- Lead on the management of probation and performance reviews and management processes, providing advice to managers whilst ensuring adherence to employment law

### HR Administration

- On-going review and update of people related policies and procedures
- Management and ongoing review of all employment contracts and salary engagements
- In conjunction with the Finance Director, ensure that remuneration rates and salary set-ups for employees are in place as appropriate and in line with national employment legislation (UK) and appropriate trade union agreements, incorporating the real living wage
- Management and review of the NEST staff pension scheme
- Liaise with External Audit on all process and financial elements of the HR process
- Establish relationships with Equity, BECTU and other appropriate trade unions, and ensure Belgrade Theatre people policies align accordingly
- Work in consultation with the Health and Safety Lead on issues regarding the requirements of safe work practices, to include ergonomic assessments, staff accidents, occupational illness and other health requirements
- Management and control of all employee data in line with European and UK-specific GDPR requirements
- Undertake Breathe Housekeeping for maintenance of accurate people data
- Maintenance of the Staff Handbook, People Policies and Procedures

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# What you will do (cont)



## Employee Relations

- Management of internal staff grievances and management of external employment claims
- Assist and advise the management team regarding any departmental restructures, including potential redundancy requirements
- Lead and manage staff engagement initiatives
- Management of training and development and recruitment costs
- Undertake Exit Interviews with all Leavers, incorporating feedback into continuous improvement of people policies/procedures etc

## Absence Management

- Management of staff KPI's reports including, but not limited to, staff wellbeing, effective time management, employment costs, absence management and staff turnover
- Reporting of absence management issues and lead on the introduction of measures and policies to manage absence costs in consultation with the relevant Head of Department

## Senior Management Team Strategic Planning

- As a member of the SMT, support the development and implementation of the Business Plan, with specific emphasis on the people strategy

## GENERAL

- Develop a strong understanding of the Belgrade Theatre brand
- Work at all times within the Theatre's policies, in particular within its Health and Safety, and Environmental policies and support a commitment to ensure that all workers adhere to these policies, in consultation with the relevant (Health and Safety or Environment) Lead
- Develop the Theatre's Equal Opportunities Policy, especially to create and maintain equality of access within an atmosphere of mutual trust and respect
- Act as the central point of contact for all staff, partners, local authorities and suppliers in connection with People and Human Resource related activities
- Work in line with the Belgrade's core values of inclusion, collaboration, evolution and authenticity
- Act as an ambassador for the Theatre in general
- Undertake any other duties which are consistent with the function of the job including attending staff meetings and training courses

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# What are we looking for?



## **QUALIFICATIONS**

- CIPD qualification at level 5 (Associate), or a similar level of experience

## **EXPERIENCE**

- Strong knowledge and experience of core HR processes including recruitment, selection, training and development, performance management as well as contracts, compensation and benefits
- Excellent knowledge and understanding of all relevant employment legislation and statutory requirements, preferably including BECTU and Equity agreements
- Strong competence in Microsoft Office, including Excel
- Excellent communication and interpersonal skills
- Leading HR responsibilities for a 50-100 UK organisation with People and Human Resource related activities
- Use of a HR Administration system, preferably Breathe
- Disability Confident Employer Scheme experience

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# Other info...



- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars
- **Starting date:** ASAP
- **Probationary period:** Three months
- **Notice period:** Four weeks during probation, three months following
- **Working Hours:** Your normal hours of work will be 39 hours per week over Monday to Friday. You are expected to offer reasonable flexibility in your working arrangements where it is considered necessary to undertake the duties you have been employed to perform and in the interests of the Theatre. There is no provision for payment of overtime
- **Overtime:** Is not payable but 6th day working and excessive additional hours will attract TOIL (time off in lieu) if agreed in advance with the Line Manager
- **Pension:** Auto-enrolment, with Belgrade currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available
- **Holidays:** 25 days a year plus 8 Bank Holidays, increasing by a day per year to a maximum 27 days plus 8 Bank Holidays
- **Location:** This role is based at the Belgrade Theatre in Coventry, but flexible and hybrid working can be considered

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# How to apply...



Please send a **CV** and **covering letter** by **9am** on **Thursday 5 Dec 24** to [recruitment@belgrade.co.uk](mailto:recruitment@belgrade.co.uk) or via post to: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or address on the front of your envelope, as **Head of People & Culture Application.**

**Your CV should include:** dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

**Your covering letter should include:** why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the **What You Will Do & What We Are Looking For** sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video.

Your covering letter should be no more than two sides of A4/500 words or a video/voicenote of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and also complete the disability confident survey via this link: [Disability Confident Survey](#).

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

Interviews will take place **w/c 16 Dec 24.**

## EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

**Please complete our monitoring form via this link: [Diversity and Equal Opportunities form.](#)**



# BELGRADE THEATRE

BE



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OF



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

Belgrade Theatre Trust  
Registered Charity Number 219163



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