



**CITY VARIETIES**  
MUSIC HALL · LEEDS

*The*  
**GRAND**  
Theatre & Opera House Leeds



# 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.

Our purpose is to bring people together through inspiring, engaging and educational experiences. It's why we exist, it's what we do, it's what we love.

We believe in the power of the arts and culture to change lives, improve well-being and remind us of what connects us all as humans. We want to provide spaces and experiences for people to connect, to learn, to enjoy and to explore.

As a registered charity (Charity No. 500408) , we will continue to develop our artistic programme and activities to include a wide range of performing arts and film with audiences and participants from across our city. We will make partnerships and connections to bring people and cultures together.

We will build on our existing programmes to support people to develop creative skills and confidence through participation, to experience different ideas and viewpoints and build community.

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, Leeds Actors in Training, School Partnerships and broader Learning & Engagement 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 - WELLBEING POLICIES**

### **Menopause Support Policy**

Here at Leeds Heritage Theatres we want to support our colleagues' wellbeing at every stage in life. We know that women make up nearly half the UK workforce - and 45% of those people working are over the age of 50 - so many of today's female workers will be working through the perimenopause and menopause and managing the symptoms at work.

We're committed to taking all reasonable steps to make sure that we:

- Listen to you if you tell us about your perimenopause or menopause symptoms
- Keep information about your health confidential
- Support you if you're experiencing menopausal symptoms, making reasonable adjustments where needed
- Treating you with respect, not making judgements or assumptions about you based on your age or because you've told us that you're in menopause transition
- Treat any issues of bullying and harassment in relation to health issues associated with the menopause seriously.

## **Special Leave Policy**

Leeds Heritage Theatres is also committed to developing work practices and human resources policies that support work-life balance. In support of this commitment, the LHT has developed a range of additional leave options to help employees take time away from work for reasons that do not necessarily fall under existing leave provisions, such as domestic emergencies and public duties.

These include:

- Time Off for Dependants/Carer's Leave
- Compassionate Leave/Bereavement Leave
- Pregnancy Loss/Death of a Child
- Medical Appointments (GP, Dentist, Hospital)
- Jury Service
- Essential Civic or Public Duties

## **Maternity, Paternity and Adoption**

All qualifying employees are entitled to statutory maternity, statutory paternity, and statutory adoption leave and pay. However, Leeds Heritage Theatres will pay it staff in according with the UK Theatre/BECTU agreement, which is above statutory minimums.

## **Company Sick Pay**

For absence due to sickness, the Company provides an additional benefit over and above any entitlement to Statutory Sick Pay (SSP).

Service at commencement of absence	Sick pay allowance
Less than 26 weeks	28 weeks SSP
26 weeks to 2 years	28 weeks SSP made up to full basic for 9 weeks
2 years to 3 years	28 weeks SSP made up to full basic for 12 weeks
3 years to 5 years	28 weeks SSP made up to full basic for 20 weeks
5 years or more	28 weeks SSP made up to full basic for 26 weeks

## **Parents & Carers**

Leeds Heritage Theatres is an Equal Opportunities employer and actively welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

We are a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce.

We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares, hybrid working or flexible working arrangements.

To assist with this, LHT uses a Carers Passport. The Carer Passport is used to document flexibility and support to the employee, so it can be carried into an employee's future roles. Combining work with caring responsibilities can be challenging, so as an employer we want to make it OK to talk about the support and flexibility that could enable our employees to do their best in both vital roles (subject to the needs of the business/role). It doesn't mean that it will always be possible to accommodate this flexibility, but it does mean that we are serious as a company about trying to find solutions that work for both parties. This can also be used in conjunction with Access Rider if appropriate to the employee's needs.

### **Disability Confident**

Leeds Heritage Theatres is a Disability Confident Committed Employer. This means we have committed to:

- Ensuring our recruitment process is inclusive and accessible
- Communicating and promoting vacancies the Disabled Community who are currently underrepresented in our workforce
- Offering an interview to disabled people who meet the minimum criteria for the job
- Anticipating and providing reasonable adjustments as required/able
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- Developing at least one activity that will make a difference for disabled people Find out more about Disability Confident at: [www.gov.uk/disability-confident](http://www.gov.uk/disability-confident)

To assist with this, LHT uses an Access Rider. Access Riders are used by disabled employees to ensure that their access needs are met so they can do their job. An access rider is an easy way for employees to clearly communicate their access needs to anyone that they're working with and start a conversation about what they need to do their job and any reasonable adjustment that may help. This can also be used in conjunction with the carer passport if appropriate to the employee's needs.

The Access Rider will help us as an employer to identify reasonable adjustments we're able to make. For things beyond any reasonable adjustments we can accommodate, we are willing to work with employees/candidates on options like the Governments Access to Work scheme.

## **WHAT DOES FLEXIBLE WORKING LOOK LIKE AT LEEDS**

### **HERITAGE THEATRES?**

#### **What is flexible working?**

A flexible working arrangement can be any working arrangement that differs from an existing one. Usually, this means a step away from the standard nine-to-five working hours but other formal flexible working arrangements an employee might request can also include:

- A reduction in hours
- Sharing the job with a colleague

- Changing start and finish times
- Working from home or elsewhere

### **Flexible working in LHT**

Leeds Heritage Theatres (LHT) understands that life happens, and that sometimes people just cannot make it to their desk for a variety of reasons. Whether a dental appointment crops up or circumstances change, we have adequate resources, policies and procedures in place (such as special leave) to support our employees in their daily lives.

LHT also encourages employees to work flexibly on an informal basis in consultation and agreement with their line manager, whilst ensuring the needs of the business are maintained, and whilst adjusting to shifting needs and life circumstances.

For example, if a parent needs to drop children at school, they can make up the time elsewhere if this is feasible within their role. Essentially, in its various formats – whether agreed contractually/formally or informally through daily manager/team interactions – flexible working allows employees more freedom over how they approach their roles and responsibilities.

How to request flexible working

To request flexible working on a permanent basis (as per statutory regulations), we encourage employees to speak with their line manager to register their interest and obtain a flexible working application form from the HR department.

The Line Manager will then carefully consider the request. Once a decision has been made, the employer will notify the employee in writing of the decision as soon as possible. If rejected, the employee can if they wish to, appeal the decision. If the application is accepted, new terms and conditions will be given to the employee as a permanent change.

Ensuring that our employees maintain a healthy work-life balance is important to us as an organisation. All roles are assessed for flexibility before recruitment begins and from induction, every employee is set up to work flexibly in some manner (if this is feasible within their role) and all requests for flexibility will be considered, evaluated and possibly trialled on a temporary basis before being accepted or refused.

We do not adhere to traditional constraints of time and space regarding employee obligations. So long as work is delivered to a consistently high standard, flexible working is the norm across our organisation. We are always open to conversations about formal and informal flexible working arrangements – from the recruitment process, in interviews and throughout a person's time with us.

LHT also encourages schemes such as Access Riders (access riders are used by disabled employees to ensure that their access needs are met so they can do their job) and Carer Passports (a tool to recognise that combining work with

caring can be challenging, and that as an employer we want to make it OK to talk about the support and flexibility that could enable our employees to do their best in both vital roles).

The access rider will help us as an employer to identify any reasonable adjustments we can accommodate. For things beyond reasonable adjustments, we'd be willing to work with you to explore alternative options like the Governments Access to Work scheme.

### **Our flexible working practices**

All our line managers are supported by HR in the art of managing flexible working arrangements. For instance, line managers are encouraged to meet with each individual team member on a regular basis to discuss ongoing projects, their performance and any other issues that may arise. Promotion of flexible working is an essential ingredient to these catch-up sessions, and any requests for changes to working arrangements are escalated accordingly. By implementing such practices from the top down, we aim to make flexible working universal within our workplace culture.

Many employees have positive experiences applying flexible working options on an informal basis, these options may include:

- compressed hours
- staggered hours
- irregular start and finish times
- home working

Our use of Microsoft Teams as a key communication tool, with best practice on scheduling appointments and marking availability to staff through training, is a vital element of our flexible working policy. Using Teams allows our employees to communicate effectively with each other from any location, setting an immediate standard regarding flexible working.

We take pride in our ethos of flexible working. In turn, a mutual trust and pride exists between employees and the organisation with a large number of staff members taking advantage of the opportunities that are presented to them. We introduced these initiatives because employee wellbeing and culture is central to our EDI strategy, and we aim to support colleagues in ensuring they look after their mental and physical health.

## **UK THEATRES 10 PRINCIPLES FOR SAFE AND INCLUSIVE WORKSPACES**

1. Everyone is responsible for creating and maintaining an inclusive workplace that is positive and supportive.
2. We recognise that harassment or discriminatory language or behaviour may be unlawful under the Equality Act 2010.



3. We will explicitly address and seek to prevent racism and all other forms of discrimination and bias, their manifestations and effects.
4. Those of us who are employers accept our responsibilities under the Equality Act 2010 and the Health and Safety at Work Act 1974.
5. We do not tolerate bullying, harassment or discrimination on any grounds, and will ensure that processes are in place for the reporting and investigation of these serious issues.
6. We recognise that bullying, harassment and discrimination can have significant adverse impacts on the productivity, long-term physical and mental health and well-being of affected people and we will work to eradicate it. This will mean providing adequate protection for complainants and victims, and, where bullying, harassment or discrimination is found to have occurred, taking appropriate action against the perpetrators.
7. We value inclusivity, appreciate difference, encourage self-education and consider people equal without prejudice or favour. We build relationships based on mutual respect. We will all work to give and receive feedback in a constructive way, which we know will improve creativity and productivity.
8. We understand that reporting bullying, harassment or discrimination can be intimidating. If anyone comes forward to report any of this behaviour, we will endeavour to make the process of reporting clear and straightforward, investigate objectively and respect confidentiality where possible. Individuals who have made complaints or participate in good faith in any investigation into bullying, harassment, or discrimination should not suffer any form of reprisal or victimisation as a result.
9. We will respect each other's dignity and differences, regardless of the seniority of our role in an organisation.
10. As we continually work to better understand, develop and deliver this work, those of us who are employers commit to paying professionals with lived experience and/or specialist knowledge in these areas to advise us.

## **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, unless you have Opted into the Guaranteed Interview scheme (which is explained on the next page). 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 developing ways of improving representation forms part of our ongoing 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.

## **APPLICATIONS**

For most of our vacancies we ask candidates to submit a CV and covering letter. Ideally the covering letter should be no more than 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 essential criteria of the role, as referenced in the job description and why you want to join our team.

## GUARANTEED INTERVIEWS

As an employer who has signed up to 'Disability Confident', we commit to offer disabled people an interview if they meet the minimum criteria for the job vacancy.

Any candidate who fulfils the essential job criteria and who has a Disability (as defined by the Equality Act 2010 - *A person has a disability for the purposes of the Act if he or she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities*, will be guaranteed an interview.

Candidates are required to Opt into the guaranteed interview scheme, and this is done when completing the diversity questionnaire, you will receive when we acknowledge receipt of your application. Please note that the diversity questionnaire is anonymous for anyone who does not Opt into the scheme. For those that Opt In, we will require your name so that at shortlisting stage we can identify your application.

## COVERING LETTER

**The information you provide in your covering letter is the most important part of the application. You should consider the following:**

- Applications can only be assessed on the information you provide. Your covering letter should clearly demonstrate your capabilities against the essential and desirable criteria of the role for which you are applying.
- We expect your covering letter to be no more than 800 words.
- If your experience is from a non-cultural or otherwise dissimilar environment, please speak to what skills and experience you have which are 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, clear sentences and avoid exaggerations.

## SUBMITTING YOUR APPLICATION

Applications for all positions should be emailed to [humanresources@leedsheritagetheatres.com](mailto:humanresources@leedsheritagetheatres.com) or posted to the following address;

Leeds Heritage Theatres  
c/o Human Resources  
Leeds Grand Theatre  
46 New Briggate  
Leeds  
LS1 6NU

## **SHORTLISTING**

Once a vacancy has reached the closing date no further applications will be accepted.

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 description and the essential criteria identified and they will also review which candidates that meet the essential criteria and have also opted into the guaranteed interview scheme.

Assumptions are never made about a candidate's skills, experience, and knowledge. Frequently, candidates make assertions in their applications (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. Dependent on the role, we may also invite applicants to take part in a group/workshop interview process rather than a formal one-to-one interview.

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 taken into account 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, take part in a 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 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.

If you require any reasonable adjustments to be made to enable you to attend interview or to perform to your best, this should be discussed at the point of invitation. We are happy to make reasonable adjustments and will make our decision based on an individual's circumstances.

Example reasonable adjustments include but are not limited to:

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

## 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 that was issued to you when acknowledging receipt of your application or please request a copy from HR.

## **FOR MORE INFORMATION**

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

- [leedsheritagetheatres.com](http://leedsheritagetheatres.com)
- [hydeparkpicturehouse.co.uk](http://hydeparkpicturehouse.co.uk)
- [thepicturehouseproject.com](http://thepicturehouseproject.com)