

**Soho Theatre** is London's most vibrant producer for new theatre, comedy and cabaret. A charity and social enterprise, we are driven by a passion for the work we produce, the artists we work with and the audiences we attract. We own our home, Soho Theatre, in the heart of London's West End. A former Synagogue, we raised funds, purchased and redeveloped it, opening it in March 2000. Today it is one of the capital's busiest theatre and comedy venues, with a year-round festival programme and a buzzing bar. Our roots date back to the early 1970s at the Soho Poly Theatre. Small but influential, Soho Poly was radical and relevant, capturing the excitement and innovation of its time. Today our work is wide-ranging, drawing from this fringe heritage, and adding a queer, punk, counter-culture flavour. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment and a great night out.

We produce and co-produce new plays, work with associate artists and present the best new emerging theatre companies and comedians. We present the early work of countless UK artists (many who become industry giants), and we present many international artists' London debuts. We have a thriving variety of artist and talent development programmes, artists under commission and in development, and two new writing awards including the national Verity Bargate Award for new playwrights.

Work extends far beyond our Dean Street home, with a UK and international touring programme and connections. We present shows and scout talent at Edinburgh Festival Fringe and have close links with the Melbourne International Comedy Festival. We are the UK's leading presenter of Indian comedians and regularly present work there. We film shows and create our own digital work seen across our social platforms, on TV and in flight and streamed from our website.

We are working towards the opening of an exciting new second venue in London, Soho Theatre Walthamstow. A culmination of many years of Soho's work, in collaboration with a grassroots local campaign, to save a glorious, 1930s art deco venue with an incredible heritage reinvented as a 1,000-capacity venue for world-class comedy, panto, performance and participation – a 'local theatre with a national profile'.

Led by a collaborative and diverse senior team and board, Soho Theatre is an exciting place to work with a strong team ethic, fast paced, and with opportunities and intent for staff development and progression.

#### **OUR STRATEGIC GOALS**

**THEATRE:** continue to increase the resource, profile and quality of Soho's theatre and new writing programme; to ensure that this work sits well within Soho's lively cross-genre festival programme with diverse audiences, but also carves out the space to breathe and flourish within it.

**COMEDY:** work to ensure that we maintain an industry leading place through thoughtful curation, innovation and always being able to spot the next new talent; ensuring that artists continue to see Soho as a home for comedy and one of the places they want to perform; maintain programming integrity as we grow our audiences through Walthamstow, touring and digital.

**CREATIVE ENGAGEMENT:** grow our pathways for creative participation from early years to adulthood, supporting the next generation of artistic talent; support the growth of creative, connected communities around a new local theatre in Walthamstow

**WALTHAMSTOW:** successfully open and establish as a 'local theatre with a national profile', working with our key stakeholders of Council and community. Effectively manage the resultant change, organisational growth and risk.

**AUDIENCES AND DIGITAL:** build our distinctive London brand towards wider and inclusive audiences, with a particular focus on LGBTQ+, South Asian and Waltham Forest; international focus on India as well as Australia and the USA. Continue to build digital audiences and sustainable business models, also moving into specific digital content creation (as distinct from digital capture of live).

## Job Description

<b>Job Title:</b>	<b>HR Manager (Part Time)</b>
<b>Purpose of Job:</b>	<b>Standalone HR professional across both sites</b>
<b>Reports to:</b>	<b>Interim Chief Operating Officer (COO)</b>
<b>Location:</b>	<b>Soho Theatre (Dean Street and Walthamstow venues)</b>

### Overview

Working across both our venues, you will work closely with the Interim COO and with the whole team, acting as a standalone HR Manager, responsible for all people related queries and issues. A true Generalist role, you will run and support all recruitment from start to end, onboarding new starters, exiting leavers, supporting performance management and any case work that may arise. You will act as advisor and coach to our managers and work closely with senior management to bring the Soho Theatre culture to everything we do.

This role is key to ensuring that Soho Theatre is a welcoming, positive, inclusive place to work. The post holder will support the organisation at a time of key change and growth, ensuring that the new venue in Walthamstow is established with these values at the core. This role is part time with a view to be in-person 3 days a week and split time across both our Dean Street and Walthamstow offices.

### Job Outline

#### Recruitment

Ensure a supportive and accessible recruitment process for all those who are interested in working at Soho Theatre or join the team. This includes:

- Supporting end to end recruitment using our online recruitment portal within StaffSavvy.
- Speaking to hiring managers about their current open roles, and collating information for uploading to StaffSavvy.
- Uploading new roles and assigning the correct hiring team to manage.
- Regularly reviewing our email templates on StaffSavvy and automations.
- Managing candidate progress in StaffSavvy and contacting both successful and unsuccessful candidates respectively.
- Liaising with the hiring team regularly on feedback and ensuring it is all logged on the system.
- Speaking with appropriate agencies, as necessary, for support on recruitment needs.
- Archiving roles once successfully filled or no longer needed, ensuring the appropriate management, archiving and deletion of personal data.

#### Performance management and appraisals

- Support managers through appraisals and performance reviews with coaching and providing appropriate tools and resources.
- Liaise with senior management on performance related pay rise requests.
- Ensure current performance review and appraisal documents are fit for purpose.
- File all documents relating to performance in relevant personnel files.
- Support managers through performance improvement procedure, and issue PIP paperwork as needed.

## JOB VACANCY October 2024 HR Manager (Part Time)

### **New starters and Leavers**

- Roll out onboarding for all new starters, sending out all paperwork, contracts, welcome packs and data gathering forms.
- Conduct all exit interviews and report back to senior management on any issues raised during discussions.
- Update HRIS for starters and leavers.
- Inform payroll of any new starters and leavers, including outstanding payments, holidays or TOIL entitlements.
- Add or remove participants in our EAP scheme.

### **ER and Casework**

- Support managers through any disciplinary, grievance and appeal processes.
- Attend hearings as appropriate and when needed.
- Support and advise senior management on case law and decision making for outcomes.
- Send all correspondence to individuals in relation to formal processes.
- Coach and support managers on informal approaches to issues raised by staff.
- Work closely with our external HR support, The Small HR Company, where needed for specific cases and appeals.

### **Policy and Procedures**

- Ensuring that the company's procedures comply with employment regulations.
- Track any pay changes throughout the month, then process monthly payroll with Senior Management.
- Manage the implementation of any new employment policies and regularly review / update the Company Handbook and welcome packs.
- Continuously improve engagement and welfare activities, maximising productivity, devolving HR responsibilities to line managers and building leadership capability.
- Manage the HRIS and be key contact for internal support needs.
- Lead on any people and HR related projects, such as implementation of new HRIS, recruitment tools and organisational changes.
- Manage the diversity, equality, and inclusion values and practices within the company.
- Ensure internal HR communications, including any issues, initiatives and programmes are well planned, coordinated, relevant, timely and adhere to the company's values.
- Any other duties as may be reasonably required.

**This is a guide to the nature of the work required of the HR Manager.  
It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.**

## Person Specification

### Qualities

- The ability to work successfully in an energetic and dynamic environment.
- A genuine interest in and enthusiasm for theatre, comedy and cabaret.
- A creative, confident, ambitious communicator who has a proactive, positive and flexible approach to work.
- Attention to detail, organised and self-motivated, has the ability to manage self and act on initiative, work individually, as part of a large team and able to inspire and nurture the same in others.
- Excellent time management skills and punctuality.
- The ability to engage with a wide range of personalities and backgrounds and an ability to develop and maintain good relationships with promoters, producers, artists and media.
- Friendly, approachable and helpful attitude.
- Flexible attitude and approach to work and working hours.
- The ability to develop strong working relationships and drive collaboration.
- The ability to accept and provide feedback, be challenged on your advice and work well under pressure.

### Experience (essential)

- Working knowledge of UK employment regulations.
- Demonstrable experience in a HR role for at least 5 years.
- Good understanding and technical abilities within all HR departmental areas including recruitment, employee relations, workforce administration, employee engagement, payroll, reward and recognition, welfare, learning and development and HR systems.
- The ability to manage the implementation of effective employment policies.
- CIPD Level 5 minimum.

### Experience (desirable)

- Experience in a standalone HR role, or excellent generalist experience.
- Work in a creative environment, preferably theatre or arts/media.

### Skills

- Clear and accurate written and verbal communication skills, including the ability to communicate and negotiate confidentially and respectfully with colleagues, stakeholders (e.g. audiences, artists, agents, agencies and visiting companies) face to face, over the phone, on email and online.
- Ability to prioritise and work to deadlines with a willingness to contribute to collaborative working as well as work confidently alone using initiative.
- Excellent administrative, organisational and networking skills.
- Good level of computer literacy including database management, imaging and basic desktop publishing.

## Terms And Conditions

### Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

### Terms of Employment

This is a permanent part-time role, with a **three month** probation period, working on-site from Soho Theatre's venues (Soho and Walthamstow) year-round.

### Salary

£37,000 - £42,000 per annum pro rata'd (£22,000 – 25,200 per annum)

### Holiday entitlement

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.

### Hours

The full-time working week is 35 hours, with an hour unpaid for lunch. Normal office hours are 10am-6pm Monday to Friday at Soho Theatre Dean Street / Soho Theatre Walthamstow. This part time role will be 21 hours per week across 5 days. We are happy to discuss the best way for both parties for this to be split. There are no overtime payments; TOIL is negotiable on occasion and in advance with your line manager.

### Pension

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

### Staff Benefits

- Complimentary tickets for Soho Theatre shows
- Employee Assistance Programme including health insurance
- Staff discount at Soho Theatre Bar and other local businesses
- Season ticket and Cycle to Work loans
- Seasonal flu jabs
- Training and development opportunities

**October 2024**