



JOB VACANCY  
People Coordinator  
August 2025

**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 own 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 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 and in flight.

Currently we are expanding our team, having opened our exciting new second venue in London, Soho Theatre Walthamstow, in May 2025. 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'. Sitting between the intimate spaces of Soho Theatre in Dean Street and the capital's bigger arenas, it gives audiences the perfect dedicated space to see world-class shows at mid-scale, filling an important gap in London's thriving cultural landscape.

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>	People Coordinator
<b>Reports to:</b>	Interim Chief Operating Officer (COO) (then incoming Operations Director)
<b>Works closely with:</b>	Internal full-time and casual team members, external finance team, HR platforms including StaffSavvy, Soho Theatre's external HR consultants
<b>Purpose of Job:</b>	To provide administrative HR support across the whole of Soho Theatre, ensuring that core HR processes including recruitment, onboarding, payroll and record keeping are effective and support our team.
<b>Location:</b>	Soho Theatre and Soho Theatre Walthamstow

## Overview

Working across the organisation, you will bring high-quality administrative skills to underpin how we manage and support all our staff to create an effective working environment for all and ensure Soho Theatre is a welcoming, positive and inclusive place to work.

You will manage key HR procedures, systems and records (including recruitment) and ensure effective internal communications across our team. You will support recruitment from start to end, onboarding new starters, exiting leavers, and supporting the process of performance management or any case work that may arise.

The role will manage a high volume of correspondence, documentation and processes including confidential and sensitive information, meaning strong organisational skills, attention to detail and discretion are vital. You will work closely with senior management to promote our values and bring the Soho Theatre culture to everything we do. This is a hugely exciting opportunity to be a key part of the Soho Theatre team, working collaboratively to ensure organisational cohesion and would suit someone who is proactive, extremely organised and pursuing a career in HR.

## Job Outline

### People

- Support the team to write and develop job descriptions, person specifications and job adverts, pursuing opportunities to promote roles widely, ensuring an inclusive recruitment process.
- Coordinate the recruitment process: oversee the recruitment inbox; manage applications; deadlines, applicant queries; candidate selection including preparing folders and shortlisting scoring frameworks; planning and arranging interviews, including scheduling with internal panels and communicating with candidates.
- Manage and maintain right-to-work checks to ensure compliance with immigration requirements, including supporting visa applications and renewals.
- Administrate the full onboarding process, including managing formal job offers, undertaking reference and pre-employment checks, DBS checks and other new joiner paperwork, ensuring they are set up on the relevant systems.
- Coordinate the probationary period review process ensuring all reviews are completed on time and the relevant paperwork is issued and filed.
- Support the delivery and tracking of staff training, including mandatory and one-off opportunities.
- Support the delivery of welfare schemes, including employee benefits.

### Organisational Policies & Procedures

- Have a clear understanding of Soho Theatre's business objectives and work with the Interim COO to devise and implement policies, handbooks and procedures that support them.
- Support with communicating processes and procedures across the organisation.
- Ensure internal policies are tracked and reviewed in a timely manner, including engaging with wider industry best practice and updates.
- Promote equality and diversity as part of the culture of Soho Theatre.
- Be an active member of committees such as the Health & Safety and Data Committees.
- Support delivery of regular staff surveys, including collating key data for Arts Council England, Board reports and other reporting requirements, ensuring GDPR compliance.
- Escalate any issues as appropriate to line managers, the Interim COO or The Small HR Company and support in ensuring due process is followed with regards disciplinary and grievance procedures.

### Administration

- Administer use of our HR platform, StaffSavvy, ensuring all information is uploaded, that employee records are up to date, and the team maximise its functionality.
- Manage HR inboxes, including the Jobs inbox, streamlining processes and answering first line queries.
- Update and track staff changes including updating phone lists and the website.
- Work with the Operations team to ensure all new joiners have relevant IT setups, account changes and general troubleshooting.
- Maintain our filing system, managing and tracking key internal processes and paperwork including new joiners, staff appraisals, training requests, organograms and personnel updates, including sensitively managing confidential correspondence and documentation.
- Support with payroll administration as necessary.
- Ensure processes are efficient, compliant and deliver an exceptional service.

### General

- Support the aims and objectives of Soho Theatre, both internally and externally including promoting diversity in the workplace and cultivating an inclusive work environment.
- Attend internal meetings as required.
- Uphold Soho Theatre's policies, including equal opportunities, access and diversity.
- Be fully aware of the theatre's activities and programme of events.
- Undertake any other duties as may be appropriate to the nature of the post.

**This is a guide to the nature of the work required of the role.  
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 and confident communicator who has a proactive, positive and flexible approach.
- Attention to detail, organised and self-motivated, with the ability to work independently, acting on initiative, and as part of a large team with the ability 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.
- Friendly, approachable and helpful attitude.
- 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.

### Skills

- Clear and accurate written and verbal communication skills, including the ability to communicate and negotiate confidentially and respectfully 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 and organisational skills.
- Good level of computer literacy including database management.

### Experience (essential)

- Working knowledge of UK employment regulations.
- Demonstrable interest in pursuing a career in HR.
- 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.

### Experience (desirable)

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

## Terms and Conditions

### Terms of Employment

This is a full-time permanent post, with a three-month probation period.

### Location

Soho Theatre, 21 Dean Street, W1D 3NE & Soho Theatre Walthamstow, 186 Hoe Street, E17 4QH

### Salary

£27,800 - £30,000 per annum, dependent on experience.

### 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, plus an hour unpaid for lunch. Normal office hours are 10am-6pm Monday to Friday at Soho Theatre Dean Street / Soho Theatre Walthamstow. 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.

### Benefits

- Employee Assistance Programme including:
  - GP Services
  - Health Check
  - Seasonal Flu Jabs
  - Stress Support
  - Group Life Cover
- Season ticket and Cycle to Work loans and other travel schemes
- Training and development opportunities
- Tickets for Soho shows (subject to availability)
- Discount at Soho Theatre Bar and other local businesses

### 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.



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## MAKING YOUR APPLICATION

**Closing date:** 10am, Tuesday 26 August 2025

**Interviews:** Friday 29 August 2025

### How to apply:

We prefer our application form to CVs. Please send us your application form outlining your suitability for the role, experience to date and enthusiasm for working at Soho Theatre. We will shortlist for the position based on how you respond to the job description. If you wish to attach a covering letter, please ensure it is no more than two sides of A4.

Please also complete an equal opportunities monitoring form [here](#).

### Submitting an application:

We prefer applications to be sent by email. Please send your completed forms to [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) with **STPC25** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact the People Coordinator on 020 7478 0100 or email [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) to discuss alternatives.

We will contact every candidate, whether they have been shortlisted for interview or not.

**August 2025**