

People, Culture and Change Manager

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Welcome to this Job Description and Person Specification for the position of People, Culture and Change Manager.

Artsadmin is looking for a dynamic, imaginative People professional who can help us deliver changes to our systems as we build a more inclusive and diverse organisational culture where all staff flourish. This is a new, full-time post with scope and support to really make a difference to a well-regarded arts charity that has been instrumental in achieving a wealth of ground-breaking work since 1979.

Informed by work we've done over the last 2 years, which has included the development of an Anti-Racism Strategy, a Board and staff Accountability Committee, regular all-staff work on access and inclusion and on the development of a Transitioning at Work and a Mental Health and Wellbeing Policy, we are now planning for 2022 – 2026. As part of that process, we are committed to making strategic shifts to our ways of working including our HR systems, policies and procedures.

Artsadmin is a company of creative people working with artists to develop and make performance projects for local, national and international audiences in a variety of places and contexts. This is an exciting time to join us, as we embark on the next chapter of our work, updating our programme of activity, refreshing our brand and reviewing our connections to our local area of Aldgate East.

If you would like to discuss the role informally, please feel free to contact Deb Chadbourn, Executive Director or Róise Goan, Artistic Director.
deborah@artsadmin.co.uk, roise@artsadmin.co.uk

To apply, go to apply.artsadmin.co.uk to complete the application form and please complete the [Equal Opportunities form](#) here:
<https://forms.gle/3H1ASufBhmbDBNqN7>

**The deadline for applications is 5pm on 24 September 2021.
First interviews will take place on w/c 11 October 2021.**

Thank you for your interest in Artsadmin.



Kind regards
Deb Chadbourne, Executive Director and Róise Goan, Artistic Director

PEOPLE, CULTURE AND CHANGE MANAGER

ABOUT ARTSADMIN

Artsadmin is a producing organisation, working with artists to enable them to create bold, interdisciplinary work that connects with local, national and international audiences.

We deliver a wide-ranging artist support programme that includes free creative support sessions and training as well as artist-led development opportunities for hundreds of artists per year. Our support benefits young people getting involved in performance for the first time through to artists with established careers.

We also run Toynbee Studios in London's east end, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent.

Everything we do is underpinned by our core values. We aim to be:

- Sustainable. Raising awareness of environmental issues through the arts and seeking greener ways of working
- Collaborative. Developing long-term relationships with diverse audiences, artists and partners
- Bold. Encouraging artists to take risks, supporting radical approaches and promoting experimentation

We collaborate with festivals, artists and other organisations to programme work that reflects our core values, including [Season for Change](#) and [Unlimited](#).

Working with disabled and non-disabled artists at all stages of their careers, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, curators and collaborators.

Our anti-racist work on recruitment and retention:

We are a [team](#) comprising around 24 people where everyone's contribution is valued. This job description was written with the collaboration of our anti-racist

recruitment and retention committee and with the advice and support of some external colleagues, including artists. We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is ongoing.

For recruitment, we are committed to ensuring that there is:

- At least one person of colour on the interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview.

Once in the role, any successful candidate who is a person of colour will have access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

Access support

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you'd prefer to meet one of our team or talk through these guidelines, please contact access@artsadmin.co.uk or call 020 7247 5102.

Equal opportunities

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age. This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

London Living Wage

Artsadmin pays a minimum of London Living Wage.

Find out more [about Artsadmin](#) and [our policies \(including Accessibility and Transitioning at Work\)](#)

ABOUT THE POSITION

Reporting to the joint CEOs – Artistic and Executive Directors, you will join our senior management team but work across the organisation to make a real difference to this progressive, arts charity committed to developing and sustaining an outstanding work environment.

The successful candidate will oversee and review all HR functions with an emphasis on supporting the recruitment and retention of a diverse and inclusive workforce at Artsadmin, reflecting the ongoing work to decolonise the organisation culture through the updating of our appraisal system, policies and procedures.

In line with Artsadmin's refreshed values and in close consultation with Directors and Board, this role will review, update and implement changes to:

- recruitment and onboarding
- the annual appraisal system
- policies and procedures
- staff development and retention

JOB DESCRIPTION

Salary: £38,000 - £40,000

Type of contract: Permanent/ full-time

Hours of work: 40 hours per week including a paid lunch hour. Office hours are usually 10am – 6pm Monday to Friday. Occasional evening and weekend work will be required. If additional hours are worked no overtime will be paid but time off in lieu can be taken.

Holidays: 20 days plus 8 statutory holidays

Staff benefits:

- Subsidised Bike Purchase
- Travel Card / Season Ticket Loan
- HSF Health Plan
- Life Assurance
- Group Income Replacement Scheme
- Childcare Salary Sacrifice Scheme
- Additional Winter Break leave

Reporting to: Executive and Artistic Directors

MAIN DUTIES

Equity, Diversity & Inclusion

- Work with colleagues and the Board to develop a positive working culture that is inclusive and aligned to Artsadmin's Anti-Racism Strategy, Transitioning at Work, Mental Health and Wellbeing Policy and Access and Inclusion work.
- Help develop and ensure that Equality, Diversity and Inclusion (EDI) strategies are embedded across the organisation's culture, and created in consultation with staff, Board and the communities they serve.
- Identify and arrange appropriate training and refresher training to maintain ongoing standards of behaviour and awareness of EDI.
- Actively promote EDI across the organisation with partners, artists, hirers and tenants.
- Support with external communication of EDI strategies to our community and audiences.
- Coordinate Access & Inclusion meetings for wider staff team.
- Coordinate staff/Board Accountability Committee.

HR Management

- Act as first point of contact for all HR issues and queries, referring to Directors.
- Provide HR advice and guidance to permanent and fixed term staff, and respond to queries relating to freelance staff as required, working proactively to identify and resolve staff issues.
- Manage, monitor and advise on all HR processes, including probation reviews, annual appraisals, annual leave, sickness absence, professional development, and maternity, paternity, adoption and shared parental leave and pay.
- Provide advice and guidance to managers on issues of absence, performance, capability, disciplinary and grievance.
- Administrate and manage day-to-day HR administration.
- Ensure organisational compliance with employment legislation.
- Hold staff to Artsadmin's policies and procedures.
- Contribute to the development and promotion of staff wellbeing initiatives.
- Coordinate, attend and minute the HR/Finance committee of trustees.

Recruitment, Onboarding, Training and Offboarding

- Manage internal and external recruitment processes, helping draft job descriptions and posting job adverts, drawing up and circulating recruitment schedules, organising interview panels and liaising with candidates.
- Act as HR representative on interview panels, meeting and greeting candidates as required and coordinating and contributing to interview questions and design of practical tests, exercises or presentations.
- Manage administrative processes relating to staff onboarding, including obtaining references, checking right to work documents, producing offer letters, issuing employment contracts, delivering HR induction and calculating annual leave entitlements.
- Support and, as required, coordinate the planning and implementation of staff training, including management training.
- Support and coordinate the planning and implementation of traineeships, placements and apprenticeships, as required.
- Hold exit interviews and complete leaver forms, referring leaver feedback to Directors.
- With Chair & Directors, coordinate and support a new Board induction and appraisal process.

Salary and Payroll

- Contribute to the annual salary review process overseen by the Directors, and assist in producing notification letters in accordance with the decisions of the Executive and the Board.
- Oversee ongoing salary benchmarking.
- Liaise with Finance staff responsible for payroll administration and management regarding new starters, leavers, contract changes, casual hours, contractor invoices and staff benefits.

Policy and Procedure

- Work with members of the HR /Finance committee, senior management team and other staff members as appropriate to develop and review HR policies and procedures on an ongoing basis, manage and monitor their implementation, and ensure ethical HR practices at all times.
- Draft, review, update and circulate HR forms and documents, including permanent, fixed term, freelance contract templates and casual staff letters.
- Develop and manage starter and leaver processes in relation to ICT resources and office logistics with the IT Support Officer.
- Support and, as required, coordinate organisation-wide processes, including structural reviews, staff consultations and the implementation of legislative initiatives.

- Attend HR / Finance and Accountability Committees with the Board as required, and support the senior management team with any HR-related matters arising.

Staff Records

- Ensure that staff job descriptions are updated as required.
- Ensure that staff files are updated with all relevant HR paperwork, including probation, annual appraisal, sickness absence and professional development forms.
- Oversee and ensure ongoing maintenance and backup of paper and electronic staff files and other HR records and databases, both current and historic, ensuring accuracy, security, confidentiality, continuity and compliance with all relevant HR and Data Protection legislation.

Other Duties

- Attend conferences and undertake training as required to ensure that Artsadmin is up to date with all relevant legislation and maintaining best practice at all times.
- Actively contribute to and help implement initiatives to increase the diversity of the staff, Board and freelancers we employ.
- Assist the Directors and Chair of the Board with Board recruitment
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

The successful candidate will meet most of these requirements

Qualifications and Experience

- CIPD qualified, or working towards a CIPD qualification.
- Professional qualifications or experience or educated to degree level.
- Generalist HR experience in a busy and complex organisation, preferably in the arts and/or higher education.
- Proven track record of providing HR advice on a range of staffing and recruitment issues, and of supporting senior management with employee casework and organisational restructure.
- Strong knowledge of UK employment law and HR best practice, including equality and diversity issues, and demonstrable experience of applying this knowledge in the workplace.
- Experience of line-management is desirable.

Skills and Abilities

- Excellent interpersonal skills, with ability to establish credibility and respect and build effective and constructive working relationships with colleagues at all levels of the organisation.
- Excellent organisational skills, with ability to prioritise and progress a high volume of complex issues and projects to resolution and completion under pressure and to tight deadlines.
- Excellent communication skills and strong attention to detail, with ability to summarise issues concisely and accurately both verbally and in writing.
- Ability to work effectively in a team and confidently on own initiative, demonstrating analytical thinking, creative problem-solving, practical decision-making and awareness of operational risk.
- Ability to exercise integrity and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient with Microsoft Office, including Outlook, Word and Excel.

Personal Qualities and Attributes

- Positive, proactive and professional approach.
- Strong commitment to the provision of a high-quality HR service.
- Strong commitment to promoting and achieving equity, diversity and inclusion and diversity in the workplace.
- Demonstrated interest and understanding of the arts.