

Director of HR and People

(Full Time, Permanent)

www.queens-theatre.co.uk

Closing date: Tuesday 14th April 2025, 10 a.m.



Welcome

Queen's Theatre Hornchurch: where your talents find their stage.

Queen's Theatre Hornchurch (QTH) is the producing theatre serving Outer East London & South Essex, with a catchment area of 1 million+ people.

As a community hub, over 220,000 people enjoy the programme each year, including the best in home grown theatre, visiting live entertainment and inspiring community projects.

“We pride ourselves in being more than just a theatre, placing the local community at the heart of all we do.”

James Watson, Acting Chief Executive

Queen's Theatre Hornchurch aims to:

- Relentlessly prioritise addressing the under representation of those people QTH works with and serves, including an increasing focus on D/deaf & disabled artists and participants.
- Increasingly work in different ways off site to engage with new people, often hyper locally in underserved places.
- Ambitiously address environmental responsibility in the stories QTH tells and the ways and environment in which these are made and told.
- Place QTH firmly at the heart of cultural place making within its sub region through the international, national, regional and local partnerships it facilitates and engages in.
- Secure the future of the award winning 21st century producing theatre QTH has developed into during the last 5 years, through increased levels of public and private investment.

About the Role

This post is a new role within the theatre's Senior Leadership Team to shape the culture and create a people strategy that develops our commitment to being an inclusive, diverse and nurturing environment. The Director of HR and People will drive change, inform strategic planning as well as administering the day-to-day HR function for the organisation.

Job Title: Director of HR and People

Reporting to: Chief Executive

Responsible for: No direct report

Salary: £47,740

Hours: 39 hours per week, worked flexibly in accordance with business needs. Occasional evening and weekend work will be required.

Contract: Full time, permanent, subject to a 6-month probationary period.

Period of Notice: 3 months, after probation period.

Holiday: 20 days holiday pro-rata; rising to 25 days with length of service; plus, public holidays.

Location: Queen's Theatre Hornchurch, with hybrid working options available.



Main Responsibilities

Policies

- Develop and regularly review all Queen's Theatre Hornchurch systems, policies and procedures relating to the provision of a safe and inclusive working environment.
- Ensure people systems and processes are up to date and maintained in line with legislative standards.
- Develop the theatre's Wellbeing policies, procedures and resources.
- Oversee the development of the staff handbook and welcome pack.
- Create a strategy and supporting policies for pathways into the organisation at all levels including internships, work experience, apprenticeships and volunteers.
- Manage recruitment of all staff (salaried and freelance) including developing job descriptions, advertising, recruitment process, contracting and induction / on-boarding.
- Create a performance management framework which allows the theatre to recognise talent and align employee outputs to overall business strategy.
- Create a Professional Development strategy and framework which ensures people are fully trained, supported and nurtured to thrive in the workplace.
- Proactively seek out training opportunities and manage the annual training budget to develop the needs of both the staff team and the wider organisation.
- Deliver in-house training as appropriate to meet identified development and legislative needs.

Operational HR

- Be the first point of contact for HR queries.
- Manage and administer the day-to-day HR systems and processes.
- Maintain a working knowledge of the payroll system and process.
- Manage all initial grievance / disciplinary processes.
- Act as a trustworthy and confidential counsel to staff of all levels as required.
- Act as HR counsel to the Board, Executive and SLT on all people related matters.

Main Responsibilities cont.

Reporting

- Lead the collection, collation and interrogation of Equal Opportunities monitoring data and reporting to the relevant management / governance groups.
- Monitor and report on equality, diversity and inclusion data, setting targets for improvement year on year as part of the people strategy.
- Contribute HR and workforce data / narrative for reporting to funders as required.
- Ensure compliance with all relevant legal requirements.
- Maintain an up-to-date knowledge of all relevant legislation & regulations.

Senior Leadership

- Assume overall responsibility for all people-based activity within the organisation from both an operational and HR perspective.
- Play an active role within the theatre's Senior Leadership Team, bringing alive the strategic aims of the organisation within the working culture.
- Contribute to the work of the theatre's sub-committees including Health & Safety and Inclusivity & Relevance.

- Represent the theatre at external meetings and deputise for the Chief Executive in their absence (responsibility shared across the Senior Leadership Team).
- Continually review organisational design to ensure it is effective, productive and fit for purpose.

General

- Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture.
- Take an active role in identifying and removing barriers in line with equality, diversity and inclusion policies, for example removing access barriers for anyone with access needs.
- Maintain a working knowledge of the theatre's programme, strategy and business plan.
- Attend staff meetings / training as required.
- Adhere to Queen's Theatre Hornchurch policies & procedures and act as an ambassador for best practice.
- Always maintain confidentiality.

Main Responsibilities cont.

The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.



Photographed by Mark Sepple - Cinderella, Christmas 2024



The SpongeBob Musical 2024 - Photograph by: Zbigniew Kotkiewicz

Person Specification

Essential:

- Demonstrable commitment to equality, diversity and inclusion.
- Able to engage with empathy across a workforce from multi-disciplines and at all levels.
- Experience at senior level as a HR professional (CIPD qualification or significant demonstrable equivalent experience).
- Experience of developing policies and implementing organisational change.
- Experience of producing reports for Board or management/governance groups.
- Experienced in leading and supporting recruitment activity up to Exec and board level.
- Experience of supporting the development of people and a proven ability to work as part of a team.
- A role model for organisational values and behaviours.
- A desire to work within the arts and cultural sector.
- Self-motivated, organised and self-sufficient.
- Demonstrable commitment to personal growth and development.
- Able to prioritise a complex workload with strong organisational skills.
- Excellent IT skills, including Microsoft Office.

Desirable:

- Strong working knowledge of industry union agreements (UK Theatre BECTU / Equity and Musicians Union).
- Experience in successful union negotiations.
- Substantial lived experience (and / or a heightened empathy) of working with underrepresented and underserved communities.
- A keen understanding of and / or interest in Outer East London and South Essex as a place.
- Experience of working within the charity sector.
- Interest in the performing arts.
- Experience in managing multiple projects.
- Empathetic, warm and engaging in style and a positive attitude.

We fully recognise that you might not meet all the personal specification, this is an indicative list, and we encourage people with an equivalent level of experience to apply.

How to Apply

Application Deadline:

Tuesday, 14th April 2025, 10 a.m.

Interviews:

First interview: Via Zoom on Thursday 17th April 2025.

Second interview: In-person at QTH on Friday 25th April 2025.

To submit your application:

Fill in our Application form and an Equal Opportunities form at:

www.queens-theatre.co.uk/about-us/qrecruit/

(applications by CV cannot be considered)

Send completed forms to: recruitment@queens-theatre.co.uk

For assistance, please email: recruitment@queens-theatre.co.uk

We want to make all opportunities at Queen's Theatre Hornchurch accessible to anyone who wants to apply.

If submitting a written application is not the best way to tell us about your skills and experience, we will accept a video recorded application via 'WeTransfer'. We will send questions in advance of first and second round interviews to allow you time to prepare. We may ask for a task or presentation at second round interview.

If you would like an informal conversation with James Watson, Acting Chief Executive, to find out more about the position, in advance of, or whilst you are considering making an application, please contact: recruitment@queens-theatre.co.uk to arrange a mutually convenient time.

Please note for interviews we will reimburse travel expenses, provide BSL interpreters and language interpreters.



Photographed by Manuel Harlan - Handbagged, February 2025

Disability Confident

At Queen's Theatre Hornchurch, we are committed to promoting and protecting the physical and mental health of all our staff.

As a Disability Confident Committed Employer, we have committed to:

- Ensure our recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people who meet the minimum criteria for the job
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- At least one activity that will make a difference for disabled people.

Queen's Theatre Disability Confident Certificate can be accessed by clicking on the link:

[Queens Theatre Hornchurch is Disability Confident Committed](#)

Find out more about Disability Confident at:

www.gov.uk/disability-confident

 #DisabilityConfident

