

LANDMARK THEATRES LTD

Landmark Theatres Ltd
Job description

People & Values Manager

People and Values Manager

Job description

Job Title:	People and Values Manager
Responsible to:	Head of Talent & Participation
Place of Work:	Flexible as required
Hours of Work:	40 hours a week, including some evening and weekends
Salary:	38k
Contract:	Permanent Contract
Pension:	Company Pension Scheme available
Probation:	6 months and 6 months' notice
Start Date:	As soon as possible

About Landmark Theatres:

LANDMARK THEATRES is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years. Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. This funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen's Theatre, 100 Boutport Street Barnstaple and currently we work in Northern Devon and in Peterborough. We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council's investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring, and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to Karen.harding@selladoorvenues.com

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

About the Role

The People & Values Manager will have overall responsibility for our people including but not limited to their health and wellbeing, professional development, HR, and career progression. The People & Values Manager, supported and mentored by the Head of Talent & Participation, will be responsible for driving diversity throughout our organisation and ensuring that our values are represented by our behaviours.

Purpose & Responsibilities of the Role:

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive. It is anticipated that additional responsibilities will develop over time, and that the scope of the role may be expanded by agreement with the Head of Talent & Participation.

Key Responsibilities

The People & Values Manager will work closely with the Head of Talent and Participation and the SMT to develop our people, drive diversity, ensure our values

are implemented in our behaviours and seek to resolve any conflicting requirements of those values.

There will be instances where behaviours linked to values will be contradictory. It will be a key responsibility of the People & Values Manager to anticipate such conflicts and to lead the process to resolve them.

Diversity

- We are committed to driving diversity in our organisation and to embedding it within our behaviours, values, our work, and our recruitment. This will be the portfolio held by the People & Values Manager.
- We believe diversity is a benefit to all and we will work to avoid fear or punitive actions as well as to engender access and equality. These difficult balances will be a primary responsibility of the People & Values Manager.
- The People & Values Manager will support the Talent & Participation Manager in reporting to the board on Diversity & Inclusion. The People & Values Manager will attend relevant board sub committees.
- The People & Values Manager will work with our consultants, Tonic, on the refinement, implementation, and further iteration of our EDI plan. In addition they will:
 - Lead on designing and implementing internal structures and systems realign to EDI.
 - Manage internal EDI initiatives and ensuring activity across the organisation is working a) in concert and b) in support of the strategic direction set by the Executive Director.
 - Lead regular listening exercises with communities (local communities, freelancers, staff etc) and finding mechanisms by which learning can be fed into planning and evaluation.
 - Operate in an advisory capacity in relation to the creative programme and talent development programmes with a view to the Creative Case.
 - Be the eyes and ears of the organisation in relation to: keeping alert to reputational damage risk; shifting industry and public expectations and sensibilities; best practice going on elsewhere in the performing arts that Landmark could learn from.
 - Report and contribute to funding applications and general development activity.

Values & Behaviours

- The value/behaviour relationship is an embedded element of our organisational ethos. The People & Values Manager will be the portfolio holder for this relationship.

- Most of all, our People & Values Manager, will lead our organisation towards ensuring that all our programmes and activities implement the values we hold. This will include but not be restricted to:
 - Diverse programming to include stores representative of LGBTQIA+, D/Ddeaf, disabled and groups who experience racial inequality.
 - Relaxed and other performances for those with complex needs.

HR & Recruitment

- Overseeing recruitment process.
- Driving diversity.
- Working with the Head of Content to monitor data against organisational targets.
- Ensuring that recruitment is in line with our values.
- Managing HR issue and process.
- Developing review process.
- Ensuring implementation of review.
- Overseeing HR policy and procedure supported by appropriate internal stakeholders and external consultants.

Training & Professional Development

- The People & Values Manager will have overall responsibility for implementing professional development plans in consultation with the Head of Talent & Participation.
- The People & Values Manager will be the budget holder for all training, including but not restricted to interventions to enhance our inclusiveness.
- The held budget will include but not be restricted to:
 - Training costs.
 - Access costs (for instance associated with appointments).
 - Staff wellbeing.
 - Networking, research, and professional development.

General

- Work in accordance with Landmark Theatre Ltd's Code of Conduct and organisational policies, such as safeguarding, Health & Safety, Environment and Access & Equality
- Consider ways to limit Landmark Theatre Ltd's carbon footprint in all areas of your work.
- Attend Company events, previews, press nights and performances as required.
- Be an enthusiastic advocate of Landmark Theatres Ltd and present the company at production events and conference, nationally and internationally – and develop the company's reputation within the sector.

- Be willing to participate in all training, development and wellbeing initiatives as required.
- Be open and willing to embrace change, and the constant shifting demands of operating a business in live theatre.
- Champion and advocate for Landmark Theatre's Vision Mission, Objectives and Values.
- Actively ensure equality, diversity and inclusion is part of Landmark's culture.

Person Specification:

Relevant Experience & Knowledge

- A deep knowledge, understanding and enthusiasm for theatre.
- A genuine commitment to and understanding of Landmark Theatres Ltd's Vision, Mission, Objectives and Values and the role creativity can play in driving social change.
- An awareness of the social, economic, and political context in which Landmark Theatres Ltd operates.
- Appropriate HR qualification such as CIPD to level 5 or above.
- Proven experience of driving a diversity agenda.
- Proven experience of HR or ER management.
- Experience of Learning & Development and of managing career progression.

Skills & Abilities

- The ability to successfully manage both risks and opportunities
- An entrepreneurial approach.
- An organised and flexible approach which enables you to keep on top of the many demands of the job.
- Comfortable networking and representing the work of Landmark Theatres Ltd in public engagements and to a range of stakeholders.

Personality

- A strong and effective team leader with the ability to motivate, inspire and take initiative.
- A commitment to Landmark Theatres Ltd's ambitions around access and inclusion.
- Resilience and a proactive approach in the face of challenges.
- A commitment to transparency at all levels of the organisation, as well as understanding when the upmost discretion is required.

Valid Disclosure and Barring (DBS) certificate is a requirement – or being willing to undergo an enhanced DBS check (At Landmark's expense) if a job offer is made subject to this being obtained.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to: as the subject line. The closing date for applications is midnight on 12th February 2023. Interviews will take place week commencing 20th February 2023 either in-person or via video conferencing.