



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

JOB DESCRIPTION

PEOPLE & GOVERNANCE CO-ORDINATOR

Full time, permanent

ABOUT THE ROYAL COURT

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THIS ROLE

Job Title: People & Governance Co-ordinator

Line Manager: Head of People

MAIN PURPOSE

This new role will be a core part of the Royal Court team, with a focus on high-quality co-ordination and administration to underpin how we manage and support all our staff, ensure smooth board and governance operations, and establish a positive and effective workplace. The job focuses particularly on managing key HR procedures, systems and records (including recruitment); supporting trustee activity including statutory board meetings and paperwork; and ensuring effective internal communications and administration across all our teams.

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 all vital. While much of the focus of the role is administrative and procedural, this will also be an unrivalled opportunity for someone early in their career to learn about the internal workings and management of a leading cultural charity, and to be part of shaping our next steps.

RESPONSIBILITIES

People team

- Main point of contact for the People inbox, streamlining processes and answering first line queries.
- Under the supervision of the Head of People, administering the full onboarding cycle; from issuing contracts and new joiner paperwork to setting them up on relevant systems
- Under the supervision of the Head of Operations, ensuring all new joiners have relevant IT set-ups, account changes and general troubleshooting
- Updating and tracking staff changes including updating the phone list, website and intranet.
- Administer and track the payroll process from a People perspective, ensuring the payroll spreadsheet is regularly updated and accurate information is shared in a timely manner.
- Maintaining the People team 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.
- Updating and maintaining the intranet to ensure relevant, accessible information-sharing, and identifying new opportunities to use the intranet to improve internal communications.
- Supporting delivery and tracking of staff training, including our e-learning platform, mandatory staff training and one-off opportunities.
- Supporting the planning and delivery of key all-staff events and minuting regular all-staff meetings.
- Supporting delivery of regular staff surveys, including supporting collation of key data for Arts Council England reporting and other uses, ensuring GDPR compliance.
- Working with the Head of People to ensure internal policies are tracked and reviewed in a timely manner, including engaging with wider industry best practice and updates.

Recruitment

- Main point of contact for administrating recruitment, including overseeing the recruitment inbox and managing applications, deadlines and applicant queries as appropriate.
- With the Head of People, leading on proofing, publication and dissemination of job adverts, and identifying opportunities to widen access, diversity and inclusion in our recruitment.
- Supporting internal staff with candidate selection including preparing application folders and scoring frameworks for roles; and planning and arranging job interviews, including scheduling with internal panels and communicating with candidates.
- With the Head of People, managing formal job offers including issuing offer letters, undertaking reference and right to work checks, DBS checks and other appropriate steps.

Governance

- Working with the Executive Director to be the main contact for trustees, acting with efficiency and discretion to ensure the smooth planning and operations of the board including quarterly meetings and trustees' engagement with the organisation and wider staff.
- Coordinating the onboarding of new trustees including starter forms, board handbook, personal details, and uploading details to Companies House/Charities Commission.

- Periodically updating the board handbook and maintaining accurate information including membership details, meeting schedules and organisational updates.
- Working with the Executive Team and Chair to schedule and confirm Board meeting dates and ensure they are agreed and clearly communicated to all Board members
- Collating and distributing papers for meetings of the Charity's main board, Catering company board and Finance and General Purposes Committee, including liaising with Heads of Departments to ensure departmental reports are submitted on time.
- Minuting all Board and Committee meetings, ensuring sign-off and timely, appropriate filing.
- Organising refreshments for Board meetings and ensuring the meeting room is set up in advance, including facilitating any hybrid/virtual meeting needs.

Office management & administration

- Compiling and sending the weekly staff newsletter and other internal communications.
- Supporting Senior Management Team meetings, Health & Safety Executive group meetings and other meetings including scheduling, agendas, minuting and tracking headlines/actions.
- Working with the Producing team and General Manager to manage the room booking diary for use of space within the building.
- Subject to capacity, providing administrative and operational support to other teams for key activity taking place in the building.
- Creating freesheets and credits lists for productions and events using Publisher/Indesign, liaising with the Producing team and managing internal sign-off processes.
- Producing and formatting house style programme pages for production playtexts in Indesign: ensuring up-to-date company and staff information; liaising with Producing to collate and edit company credits/biographies, with Development on supporter/sponsor crediting and Marketing on internal/external adverts; and managing publisher deadlines, proofing and sign-off.

General

- Contributing to a respectful and inspirational working culture at the Royal Court, including upholding and developing our commitments and practice around anti-racism and anti-oppression as well as sustainability, health and safety and others.
- From time to time, undertaking independent research or project tasks to support organisational management and/or the work of the Executive Director and senior teams.
- Representing the Royal Court with diplomacy, discretion and courtesy at all times, maintaining a high level of confidentiality and care with sensitive information both internally and externally.
- Actively connecting with the wider work of the Royal Court, including providing relevant support to all teams in the course of these responsibilities, and engaging with our public-facing and mission such as by attending performances and artistic events.

This job description is a guide to the nature of the work required of the People & Governance Co-ordinator. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Head of People and/or Executive Director.



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PERSON SPECIFICATION

Knowledge and Experience

- Experience in a previous administrative role in a busy office environment or similar context (though not necessarily in the arts sector).
- Experience of using different systems and databases
- Some understanding of HR and/or charity governance issues.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.
- Knowledge of using InDesign for publication layout (or a commitment to undertake training in InDesign as part of the role).

Skills and Abilities

- Highly organised with a systematic approach to administrative tasks and the ability to forward-plan and use initiative in managing a busy schedule.
- Excellent written and verbal communication, with an excellent eye for detail and the ability to pitch communications for different audiences
- A proactive approach to the workplace
- Ability to deal diplomatically, sensitively and discreetly when handling confidential information, including with a wide range of people and stakeholders.
- Highly efficient, flexible and able to work both independently and across a range of teams.
- Positive, friendly and approachable when dealing with a wide range of staff and stakeholders at all levels.
- The ability to handle multiple tasks and conflicting priorities
- Excellent IT skills, including confidence engaging with new systems and trouble-shooting issues.

HOW TO APPLY

To apply, please send a CV and short covering letter (no more than two sides of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format in which you would prefer to send an application, please email the recruitment inbox.

Applications should be sent to the recruitment inbox at recruitment@royalcourttheatre.com. The deadline for applications is 3rd September 2024.

The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly outline in your email if you would like to be considered under this scheme.



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TERMS AND CONDITIONS

Hours: 40 hours per week, usually 10am - 6pm Monday – Friday (1 hour lunch break)
Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Contract: Full time/Permanent

Salary: £29,246.88 (gross) per year

Holiday Entitlement: 25 days per year, plus bank holidays

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events