



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

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.

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 Coordinator

Line Manager: Head of People

MAIN PURPOSE

This role is central to the internal operations of the Royal Court, providing high-quality coordination and administration that underpins how we support our staff, deliver effective governance, and maintain a positive workplace culture. The postholder will oversee key HR procedures, systems and records (including recruitment and payroll support), coordinate trustee and board activity, and ensure clear and consistent internal communications across all teams.

Alongside this core administration, the role offers an opportunity to develop as a trusted People Partner for our Front of House and Catering teams, providing first-line guidance on people matters and gaining insight into the internal management of a leading cultural charity. Handling a high volume of correspondence, processes, and confidential information, the post requires strong organisational skills, attention to detail, and discretion.

RESPONSIBILITIES

People Operations

- Main point of contact for the People and Internal Comms inboxes, handling queries and streamlining processes.
- Administer the employee lifecycle under supervision of the Head of People; offers, contracts, onboarding, system set up, IT access, payroll updates, employee changes and leavers in an accurate and timely manner
- Maintain accurate staff records, filing systems, and confidential correspondence; update intranet, phone list, organograms and staff communications.
- Track, analyze and report on HR data (e.g. turnover, absence, training compliance), ensuring databases and systems are accurate, up to date and effectively utilized to support decision making
- Responsible for delivery and tracking of training (mandatory, e-learning, ad-hoc) and staff surveys, ensuring GDPR compliance
- Update and maintain the staff intranet to ensure relevant, accessible information-sharing, and identifying new opportunities to use the intranet to improve internal communications.
- Assist with planning and delivery of all-staff events, meetings and internal communications (including the weekly newsletter).
- Support policy tracking and review, keeping up to date with best practice.
- Support the Head of People in the delivery of our Anti-Racism plan, and wider EDI priorities

People Partnering

- Act as People Partner for to Front of House (Box Office, FOH staff) and Catering operations, building effective relationships with line managers and staff
- Provide first-line guidance on employee relations, performance, absence, wellbeing and probation, escalating complex cases to the Head of People
- Support workforce planning, rotas/contractual considerations and staff development needs.
- Encourage positive culture, inclusion, and engagement, representing the People function in departmental meetings where relevant

Recruitment

- Manage all recruitment administration - adverts, applications, candidate communications, interview coordination and rejections
- Champion inclusive recruitment, supporting accessible job design, diverse advertising channels and bias-aware selection processes.
- Support hiring managers with the selection process, ensuring fair and inclusive practices
- Ensure safer recruitment practices are followed at all stages, including right to work, reference and DBS checks in line with organizational policies
- Administer job offers, pre-employment checks and onboarding documentation

Governance

- Support the Executive Director with trustee servicing: onboarding, filings, handbook updates and meeting coordination.
- Act as the main point of contact for the Board ensuring appropriate and timely communications that support the smooth planning and operations of the Board.
- 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
- Collate and distribute Board and Committee 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.
- Minute all Board and Committee meetings, ensuring sign-off and timely, appropriate filing.
- Organise meeting logistics including refreshments, room bookings and hybrid/virtual set up

General

- Contribute 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.
- Represent 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 connect 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.
- Support Senior Management Team meetings, Health & Safety Executive group meetings and other meetings including scheduling, agendas, minuting and tracking headlines/actions.
- Subject to capacity, providing administrative and operational support to other teams for key activity taking place in the building.

This job description is a guide to the nature of the work required of the People & Governance Coordinator. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Head of People



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PERSON SPECIFICATION

Knowledge and Experience

- Proven experience in an administrative role within a busy office environment (not necessarily arts-specific).
- Practical experience in HR and/or recruitment, ideally supporting onboarding, payroll processes and employee lifecycle documentation
- Experience providing first-line HR advice, with the confidence to escalate more complex issues appropriately.
- Experience of using different systems and databases, with the ability to maintain accurate records, produce reports, and track people metrics.
- Some awareness of charity governance and board administration
- Demonstrable understanding and commitment to the progression of anti-racism and anti-oppression in the workplace and in service delivery

Skills and Abilities

- Highly organized, systematic, and able to prioritise proactively in a busy and fast changing environment
- Excellent written and verbal communication, with attention to detail and the ability to tailor communications for different audiences.
- Diplomatic, discreet, and confident in handling confidential and sensitive matters
- Proactive, flexible and able to work independently and across teams
- Positive, approachable and able to build strong relationships with staff and stakeholders at all levels
- Able to manage multiple tasks and deadlines, balancing competing priorities
- Excellent IT skills, with confidence adopting new systems and troubleshooting basic issues



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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:** £32,643 (gross) per annum
- 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
- Commitment to professional development, with access to a suite of training resources and personal budget