



**BIRMINGHAM
REPERTORY
THEATRE**

PLEASE NOTE - This is a Kickstart role and only those with a referral from a Work Coach from the Job Centre can apply. If you do not have a referral your application will not be considered.

Company Introduction:

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50th anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director.

Purpose of the job:

The role will be responsible for helping in all recruitment process for the building and aiding the Director of People and Operations in implementing the first phase of a new 2 year people strategy. You will be recruiting for a variety of roles across the organisation with an aim to build back a strong and more diverse workforce to create a Rep which reflects our city in all its rich diversity. In addition to this, you will be providing vital support to the Director of People and Operations by using our state of the art HR system, People HR, to ensure that it maintains being a reliable source for staff data. The role will be 25hrs per week and you will be expected to work at Birmingham Repertory Theatre (B1, 2EP)

Duties and Responsibilities of the candidate:

- To assist in the full recruitment journey from beginning to end ensuring that every candidate has a positive experience when interacting with The Rep. This includes: recruitment kick off meetings, uploading roles to various recruitment sites, arranging interviews, devising interview questions with line managers, administering offer and onboarding paperwork to successful candidates and supporting in the onboarding experience.
- Managing the Rep Talent inbox by responding to queries and all correspondence from candidates
- Monitoring and tracking Equality and Diversity and inclusion data for all candidates into a compliant report.
- Maintaining good GDPR practice when dealing with employee and candidate information
- Ensuring that the freshly redeveloped HR system, People HR, is kept up to date with all relevant employee information (holidays, payroll forms, DBS checks, starters/leavers paperwork, probation, policies/procedures) as well as building sophisticated reports.
- Note taking for the HR department
- Any other administrative duties as requested by the Director of People and Operations.

Qualifications

- Excellent standard of spoken and written English
- Minimum grade C at GCSE English and Maths

Essential Skills and Attributes

- Administration and organisational skills
- Ability to work at pace with accuracy and diligence
- Excellent skills in all Microsoft packages
- Ability to be discreet and personable in a working environment
- Be a motivated self starter as well as working as part of a team
- An interest in HR and Recruitment

Desirable Skills and Attributes

- An interest in Theatre/Arts Sector
- A basic understanding of current employment law

Number of Hours: 25 per week

Hourly Rate of Pay: NMW