# Worthing Theatres and Museum

## Board and HR Administrator Job Description and Information Pack

# Who We Are

Worthing Theatres & Museum is a unique arts and heritage charity with a large portfolio of distinct venues: WTM Museum and Gallery (visitors 50K per annum), Connaught Theatre (520 seats), Connaught Studio (164 seats), Pavilion Theatre (750 seats), Pavilion Atrium (creative space with option for 200 seats) and Assembly Hall (950 seats), all positioned within the heart of the borough town of Worthing in West Sussex. WTM offers an inspiring and supportive workplace that promotes unity and diversity providing an environment where differences and what we have in common are celebrated. We engage with responsible and respectful working practices and empower our team to shape and deliver WTM’s key objectives with integrity. WTM opposes all forms of discrimination.

# What We Do

Worthing Theatres & Museum is an ambitious organisation that presents a vibrant, diverse and entertaining programme of performances (theatre, contemporary circus, dance, comedy, music, family theatre, talks), events, film, exhibitions and workshops. We manage a museum collection of national significance (costume, archaeology, fine art, toys), present an annual outdoor summer festival and collaborate with leading UK producing and touring companies. We engage with our local communities through a range of projects, partnerships and venue hires, using art and culture to create opportunities for the benefit of the wider community. WTM engaged with 400,000 people per year pre-pandemic. Our annual turnover, before the pandemic, was approximately £5.8 million. WTM receives an annual service payment from Worthing Borough Council for the management and development of its cultural assets. Additional income is earned through ticket sales, fundraising and other revenue streams which include a contribution from our secondary trading activities, such as bars & kiosks (through our wholly owned trading subsidiary).

# Our Vision, Mission and Values

# Vision

Our Vision is a community in which everyone’s lives are enriched through vibrant, exceptional arts and heritage.

# Mission

Our mission is to enable everyone to access arts and heritage by:

1. Delivering a rich and diverse year-round programme of cultural activity
2. Creating shared experiences that inspire, challenge, educate and entertain
3. Reaching out into communities, providing accessible pathways to experience creativity
4. Developing opportunities and partnerships with artists and companies
5. Championing inclusion, supporting the creation and presentation of work that celebrates diversity
6. Creating aspirational opportunities for young people within the cultural industries

# Values

In everything we do we will:

1. Promote excellence
2. Listen and respond to our community and the sector
3. Commit to inclusivity across all aspects of the organisation
4. Support and enhance the wellbeing of everyone we interact with
5. Nurture a culture of collaboration, respect and integrity
6. Take responsibility for our environmental impact

# Future Plans

The charity has ambitious plans for the large portfolio of venues with three large scale capital projects over the next ten years, starting with a £4 million redevelopment of the museum, taking the building back to its original open plan architecture and enabling the display of 30% of the collections (currently just 5%).

This will be followed by the build of three additional cinema screens physically attached to the Connaught Theatre and lastly the redevelopment of the Pavilion Theatre to increase the wing space (which will allow large scale musicals) and add a balcony and raked seating giving every audience member a clear view of the stage.

# Our Structure

1. At the top are the Board of Trustees.
2. The Board of Trustees manage The Executive Team.
3. The Executive Team manage The Senior Management Team.
4. The Senior Management Team manage the departments.
5. The departments are as follows:
   1. Technical & Production
   2. Buildings & Facilities
   3. Museum
   4. Programming
   5. Customer Experience
   6. Box Office
   7. Finance
   8. Human Resources
   9. Marketing
   10. Fundraising

# Team Structure and Role Context

1. At the top is the Executive Director (Company Secretary)
2. Executive Director (Company Secretary) manages the HR, Business and Training Manger and oversees the external HR Service Level Agreement.
3. The HR, Business and Training Manger manages the HR Coordinator and the Board and HR Administrator

# Staff Benefits

WTM offers a range of benefits to its employees including:

* Workplace pension
* Occupational sick pay (after completion of probation period)
* Help with the cost of eye tests
* Help with the cost of flu jabs
* Life and Progress Employee Assistance Programme where employees can access various services including counselling and legal advice
* Wider Wallet discount and benefits platform
* Staff ticket offers on WTM shows, cinema and events

# Key information about the role

* Salary - £20,343-£22,019 per annum (depending upon experience)
* Hours - Full time, permanent, 37 hours per week
* Holiday - 20 days per annum, plus 8 standard bank holidays per annum
* Probation - 6 months
* Notice period - One month
* Closing Date - Sunday 31st July 2022
* Interview Date - Tuesday 9th August 2022
* Place of Work - All WTM Venues
* Reports To - HR, Business and Training Manager
* Line Manager Responsibility – None

# Principal Purpose of Job (role summary)

This role will assist the Executive Director (Company Secretary) in supporting the WTM Charity Board and Trading Subsidiary Board and related administration. Regularly minuting and managing the diary of meetings they will be highly organised, a confident communicator with excellent administration skills.

This role will also provide PA support to the Executive Director (Company Secretary) (ED (CS)) and administrative support to the HR team.

# Main Duties, Tasks and Responsibilities

## Board Support

* Schedule and diary management for Board and Committee meetings; including coordinating with external stakeholders as necessary
* Book locations/refreshments for meetings as required and ensuring the meeting room is correctly set up
* Organise and distribute agendas, documents and minutes from meetings
* Minute meetings and create draft minutes
* Draft agendas in advance of meetings where appropriate
* Maintain governance records including attendance, conflicts of interest and resolutions etc
* Create/update Trustee induction packs
* Assist with formatting reports for the trustees
* Stay up-to-date with charity governance legislation/best practice, highlighting any potential issues or opportunities to and carrying out research for the ED (CS).
* Coordinate with staff to ensure actions from meetings are completed and providing reminders where necessary
* Update Trustee contact and biographical information as necessary
* Liaise with Trustees to provide information for audits and funding applications.
* Ensure all minutes are signed in accordance with WTM governance.

## PA to Executive Director (Company Secretary)

* Assist with diary management for the Executive Director (Company Secretary): including booking meetings, collating expenses receipts, writing letters and emails, creating sheets and documents.
* Provide support with administration related to the quarterly meetings with Worthing Borough Council attended by the Executive Team.

## HR Support

* Update staff details on WTM’s HR system (Staffsavvy) as necessary
* Assist with checking casual payroll in absence of HR Coordinator
* Reply to HR queries from team inbox or escalating queries as necessary
* Draft new starter forms
* Communicate with applicants and create/book interview slots on recruitment portal
* Assist with processing onboarding and leavers paperwork
* Maintain staff files
* Update sickness on the HR system
* Post jobs on recruitment sites and advertise as necessary
* Update recruitment and HR data analysis sheets
* Assist the HR Coordinator in updating and maintaining the HR system, staying up-to-date with new features and highlighting any potential improvement opportunities to the HR, Business and Training Manager
* Assist in booking and coordinating staff training
* Assist in updating starters and leavers on the WTM training platform

## General Administrative Support

* Monitoring stock levels and ordering stationery as required
* Collecting and distributing post
* Replying to/forwarding email from Team inboxes as appropriate
* Book meeting spaces as necessary on the venue management system (Artifax)
* Use of Eversign digital signature system for signing Board and HR documents by staff/trustees as required
* Raise purchase orders as required
* Minuting internal meetings and liaising with staff on actions from those meetings
* Liaise with managers to obtain and collate information required by the Executive Team.
* Provide any other general administrative support as required

# General duties of all WTM staff

* Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
* Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
* Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
* Promote the service and WTM positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Please note duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

# Personal Criteria – What You Bring

## Essential Experience, Skills and Knowledge

* Proven experience of administrative work
* Excellent communication skills both written and verbal, confident using the phone and video conferencing.
* Ability to be diplomatic and respect confidentiality.
* Excellent Excel and Word skills (or Google Equivalent) and confident computer skills (able to learn and administer HR system)
* Experience of electronic diary management
* Ability to work as part of a team.
* Must be able to accurately follow instructions and procedures, be very organised and accurate with attention to detail in all areas of work and be able to use initiative when required
* Positive attitude to all aspects of the post.
* An understanding of equalities and how to apply this in the workplace, thinking about both customers and colleagues.

## Desirable Experience, Skills and Knowledge

* An interest in arts and culture
* Experience of working or volunteering in the charity sector or a knowledge of charity governance

# How to Apply

Recruitment Process

To apply visit our website below and fill out an application form on our recruitment portal Staffsavvy.

https://wtm.uk/jobs

We will email all unsuccessful applicants who have not been shortlisted. Due to the volume of applications we cannot always provide feedback to candidates but will always endeavour to do so. All appointments are made subject to satisfactory references and proof of eligibility to work in the UK

# Equal Opportunities

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community. All applications are judged on merit. If you have any questions or require any support with the application process please get in touch with the HR team at [hradmin@wtm.uk](mailto:hradmin@wtm.uk)

Worthing Theatres and Museum is a Disability Confident Committed employer.

# End of document.