

Recruitment Policy

THE GRAND
THEATRE | BLACKPOOL

Document Information

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1. Policy

- 1.1. The Blackpool Grand Theatre Recruitment policy outlines our process for attracting and selecting external job candidates, but also applies to internal candidates.
- 1.2. This policy applies to all employees who are involved in hiring for the Blackpool Grand Theatre, and all potential job candidates.

2. Aims

- 2.1. The aim of this policy is to ensure the hiring process at the Blackpool Grand Theatre is transparent and follows a set procedure.

3. Terminology

Job description – An account of an employee’s responsibilities.

Person specification – A description of the ideal candidate for a role.

Accessibility – The design of products, services, and facilities so that they can be used by people of all abilities. Access needs may differ depending on the individual.

Safer recruitment – A method of designing a recruitment process to deter and reject unsuitable applicants from working with vulnerable groups, such as children and young people, and vulnerable adults.

4. Recruitment Procedure

4.1. Review job description and person specification

- Prior to advertising a position, we will ensure that the job description and person specification are up-to-date and in an accessible format.

4.2. Advertise

- Recruitment advertisements are placed on our website, on our social media, and at times on external job listing sites and in selected arts media.
- The theatre reserves the right to re-advertise the position if no suitable candidate is found.

4.3. Shortlisting

- A scoring sheet will be developed based on the criteria set out in the job description and person specification.
- A short-listing panel will select the candidates for interview using these criteria.

4.4. Interview(s)

- For most positions, interviews will be held as soon as practical, ideally within two weeks of the application closing date.
- A second interview will be held 1-2 weeks later if required (for a supervisor/manager position).
- A third interview will be held 1-2 weeks following this if required (for a senior manager position).
- Interviews will be carried out by an interview panel who have been selected due to their knowledge and understanding of the department and job role that is being recruited for. Interview panels will usually include the department manager.
- Interviews will not be carried out by a single staff member.
- Interviews will be scored using a scoring sheet.
- Following an interview, it can take up to 14 days for a decision to be made (candidates will be informed if it is going to take longer).
- We aim to provide feedback following all interviews, upon request.

4.5. Selection

- Where possible, successful candidates will be notified by phone/email.
- Unsuccessful candidates will be notified by email.
- Related documentation will be forwarded to the successful candidate, references will be followed up, and start-date agreed.

5. Accessibility and Diversity

- 5.1. The Blackpool Grand Theatre is committed to ensuring the hiring process is accessible. Please contact helenb@blackpoolgrand.co.uk or call 01253 290111 if you require any adjustments at the application stage or beyond (if not already stated on your application).
- 5.2. We welcome applications from candidates regardless of factors such as age, race, sexual orientation, gender, and disability. However, we particularly welcome applications from those currently under-represented in the theatre industry.

6. Safer Recruitment

- 6.1. At the Blackpool Grand Theatre, we frequently work with children, young people, and adults at risk. We therefore have a duty to safeguard and promote their welfare.
- 6.2. Safer recruitment plays an important role in doing this, in ensuring that those hired are suitable to work with these groups. At each stage of recruitment, we follow safer recruitment procedures. This includes some or all of the following:
 - Carrying out an identity check
 - Carrying out a DBS check/request
 - Carrying out a qualification(s) check
 - Requesting and following up on references.

- 6.3. Following recruitment, safeguarding training may be a mandatory requirement, depending on the job role. Staff are also asked to read the Blackpool Grand Theatre's safeguarding policies (Safeguarding Children and Child Protection, Safeguarding Adults at Risk, and Safeguarding Procedure).