Dear Applicant

Thank you for your enquiry regarding the vacancy of **Human Resources Manager & Executive Assistant (p/t)**

I am pleased to enclose an application pack (9 pages) consisting of the following:

* Job Description and Person Specification
* Application Form
* Equal Opportunities Monitoring Form

Please ensure that you read all information thoroughly before applying. Application should only be made on the enclosed application form (attaching continuation sheets where necessary), answering each section fully. No CVs should be submitted. Applications are to be emailed to admin@nordenfarm.org

I look forward to receiving your application and thank you for your interest in the position.

Sincerely



Jane Corry

Chief Executive & Artistic Director

# Norden Farm Centre for the Arts & Storyden Ltd

## Human Resources Manager

## & Executive Assistant to CEO

**Job Description**

Post Title: Human Resources (HR) Manager and Executive Assistant (EA)

to the Chief Executive

Storyden Ltd

Length of Contract: 3 years (or duration of the Arts Council grant)

Hours: 20 hours p/wk (plus 30 minute breaks)

4 days a week - Tues – Fri 9.30am – 3pm (times can be flexible)

Occasional evening/ weekend meetings & events to be taken as TOIL

Base: Norden Farm Centre for the Arts, Maidenhead

and The Curve, Slough

Salary: £16,640

Reporting to: Chief Executive & Artistic Director

|  |
| --- |
| **Job Summary** |

This is a new role to:

* Provide HR services to NFCT & StoryDen Ltd (with external HR agency support)
* Act as the Data Privacy Officer
* Support the Chief Executive with delivery of our Arts Council England-funded National Portfolio Organisation programme (NPO). Our NPO programme is a collaboration between Norden Farm and Slough Borough Council. StoryDen Ltd was established to manage the NPO, whose primary aim is to develop the auditorium in the council-owned building ‘The Curve’ in Slough as a thriving performance venue.
* Provide executive administrative support primarily for the Chief Executive (and, on occasion, the Senior Leadership Team)

This is a busy, varied role that requires someone with a background in HR who is interested in expanding their experience. An understanding of the subsidised arts world would be an advantage but is not essential.

More important is the profile of the candidate. In addition to the HR knowledge, they should have strong organisational and problem-solving skills. Calm under pressure and able to work unsupervised, the ideal candidate will also enjoy working in a dynamic organisation, getting stuck into a range of projects and learning new skills.

An eye for detail is important as you will be handling/ analysing/ inputting/ evaluating lots of different types of data, including bookings and customer information and reports.

This is a new project and a new role so there isn’t a manual or a handover to teach you how to do the whole job. This should be something that excites rather than terrifies you!

Occasional evening and weekend hours will be required depending on the needs of the programme. Dates to be communicated at least 1 month in advance.

The balance of work will change according to need.

|  |
| --- |
| **Benefits** |

* Complimentary tickets for performances and films, subject to availability and agent ticket policy at Norden Farm, Maidenhead and Curve Venue, Slough
* Discount on meals and drinks in the Norden Farm Café Bar
* Free on-site parking at Norden Farm
* Travel expenses to get to and from Slough as required
* Stakeholder pension scheme

|  |
| --- |
| **Key Responsibilities** |

* Providing HR services
* Acting as Data Privacy Officer
* Providing administrative support for reports and projects
* Providing administrative support for the Chief Executive

|  |
| --- |
| **Detailed Job Description** |

**HR**

* Support recruitment – with the CEO and HR agency, help prepare job descriptions, recruitment packs, place adverts, maintain equal opportunities monitoring chart, organise interviews
* Ensure we are always up to date with current HR legislation
* Issue staff contracts
* Keep Staff Handbook updated
* Assist with organising staff training
* Assist with organising staff appraisals
* Collate information for payroll purposes for Finance Department
* Onboard new employees ensuring any training is completed
* Maintain holiday and sickness charts
* Act as Data Privacy Officer

**SUPPORTING THE CEO WITH THE NPO PROJECT**

* Support quarterly reporting for the Arts Council. Collating information from the team for reports
* Support the administration of committees and panels including Curve Venue Oversight Group, Community Programmers Group and the Artists Advisory Panel: organising and distributing minutes/agendas, distributing papers

# Monitor accuracy of dates of events in diaries/ websites/ hire agreements

* Any other duties as may be required as part of the role

**EXECUTIVE ASSISTANT SUPPORT FOR THE CEO**

* Diary management - schedule meetings, including with the Board

## Person Specification

**Essential**

Candidates must be able to demonstrate:

* HR experience
* Office experience
* Computer literacy including working knowledge of Excel and Word (we use Microsoft Office 365) and ability to learn new software
* Numeracy
* Ability to work unsupervised
* Problem solving and an eye for detail
* Excellent organisational skills
* Good written and spoken English
* Good interpersonal skills
* Experience of successfully multi-tasking in a busy environment
* A ‘can-do’, flexible, positive approach to working life

**Desirable**

* Experience of working in the Arts
* Connectivity with Slough

# Curve Venue

Application Form

**CONFIDENTIAL**

***Please read the job description and supporting information before completing this form.***

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications. There are 5 pages plus an Equal Opportunities Monitoring Form.

Completed application forms may be submitted by email to admin@nordenfarm.org or by post to: Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

We will keep your application form on file for 3 months after the date of receipt.

|  |  |
| --- | --- |
| **Application for the post of:** |  |

|  |
| --- |
| Personal Details |
| Last Name |  |
| First Names |  |
| Home Address |  |
|  |  |
|  |  | Postcode |  |
| Telephone | Home  |  | Work |  |
|  | Mobile |  |  |
| Email address |  |
| May we contact you at work? |  |

|  |
| --- |
| Education and Training |
| **Secondary Education** |
| From | To | School(s) | Examinations passed/Grades |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Higher and Further Education (University/College/Apprenticeships etc)** |
| From | To | Place of Education | Qualifications obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Short and Part-time Courses** (including relevant in-house training) |
| Dates | Details |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Previous Employment |
| Date from | Date to | Name, location and nature of employer’s business | Position held | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Supporting Information |
| Please use this space to tell us why you have applied for this position and what you will bring to the post. Reference the Job Description. Describe how the skills and experience you possess would enable you to fulfil the role as described in the job description and any other information that supports your application. Use a continuation sheet if necessary. |

|  |
| --- |
|  |
| Further Information  |
| Do you hold a current and full (not provisional) EU driver’s licence? |  |
| Do you require a work permit to work in the United Kingdom? |  |
| Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.\* |  |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* |  |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? \* |  |
| *\* Please use an additional sheet if necessary* |  |

|  |
| --- |
| References |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Curve Venue’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. |
| Name | Position | Address/Telephone Number/Email |
|  |  |  |
|  |  |  |

|  |
| --- |
| Declaration |
| I declare that the information on this application is, to the best of my knowledge, true and complete. |
| Signed  | Dated |