

lighthouse

Arts & Entertainment | Poole

| HR Advisor



DECEMBER 2023

| Different every day

A welcome from the Chief Executive

Lighthouse plays a vital role in Poole and the South West as a nationally important cultural building where creative work is made, rehearsed, discussed, shared and presented and where many people get their first chance to experience live arts. Welcome to Lighthouse.

It goes without saying that success takes hard work, commitment, professionalism, integrity, innovation and creativity. We expect that from everyone and we all regularly go the extra mile to achieve this, regardless of what part we play. Everyone's role is vital to our success which comes when we apply our skills, talents and expertise to create a vibrant, exciting and innovative venue for our community.

We will strive to ensure that working at Lighthouse will give you a lively, interesting place to work, a venue where you can develop your experience and skills and an environment where you can be part of our special arts community.

A place where you can make a difference.

I wish you every success with your application.



Elspeth, Chief Executive Officer (CEO)



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Your application

Thank you for your interest in working at Lighthouse. This pack will provide information to assist you in completing your application. Please feel free to contact our Human Resources Team should you require any further information.

CONTACT

If you wish to discuss the role further contact the HR team on **01202 280000**.

APPLICATION PROCESS

Email your CV, completed monitoring form and a covering letter of no more than two pages outlining why you are interested in the role and your suitability to hr@lighthousepoole.co.uk

Please ensure you reference the experience, competencies and skills and personal characteristics set out in the job description and provide one contact for reference prior to the second interview stage.

CLOSING & INTERVIEW DATES

October 30th: Closing date

November 14th: First round interviews at Lighthouse

November 21st: Second round interviews at Lighthouse

Please inform us if you have any access requirements for the interview stage.

THIS PACK CONTAINS

- Information on Lighthouse, Poole and Dorset
- Objectives
- Our Structure
- Job Description
- Person Specification



'The incredibly diverse range of productions on offer continues to delight – touring companies of all genres large and small; local amateur dramatic, dance and operatic societies; the intimate cinema offering independent, foreign and mainstream films; the world famous Bournemouth Symphony Orchestra, ... There's something for every taste imaginable.'

Lyn Glass, Donor

About Lighthouse

Lighthouse is a nationally significant and regionally important multi-arts venue that is one of the cultural gems of Dorset.

At the heart of our community and locally loved. We are a dynamic, vibrant place where people feel inspired, entertained, welcomed, and where artists and performers feel supported and empowered to do their best work.

Lighthouse provides an exciting year-round programme of nationally acclaimed, high quality and diverse arts and entertainment from national, international, and regional artists, providing our community with opportunities to

engage in a broad range of arts activities and experiences. Primarily a receiving venue, the variety and varying sizes of our spaces enables us to present a broad and significant range of work from all art forms and scale.

We are home to Bournemouth Symphony Orchestra and several arts organisations who use our venue to deliver arts activities and cultural training. We support artists to develop their work and our community to have opportunities to engage with and participate in the arts.



Poole & Dorset

Set alongside the beautiful coastline of the Southwest of England, Poole is a historic town that captivates visitors with its beauty and rich maritime heritage. A heritage framed by Poole Harbour, one of the largest natural harbours in the world. The town's historic Old Town, with its cobbled streets and medieval buildings, invites you to immerse yourself in its fascinating history.

Venturing beyond Poole is the captivating beauty of Dorset, a county steeped in history and natural splendour. From the rolling hills of the Purbecks to the rugged cliffs of the Jurassic Coast, a UNESCO World Heritage Site, this region offers a rich tapestry of landscapes.



Programming & Audiences

As one of the UK's largest regional arts centres, Lighthouse is a busy, fast-paced environment that aspires to always be progressive for our artists and our audiences. Lighthouse presents approximately 350 live productions and screens a significant film programme each year across four main auditoria as well as an expanding Creative Engagement programme.

As an Arts Council National Portfolio Organisation, we pride ourselves on maintaining a multi-artform received programme that is considered high in quality, credibility, and features something for everyone with diversity at its heart. Around 80% of our work is received, and up to 20% is self-

produced or enabled by Lighthouse. The programme is the main driver for all that we do, and we work with numerous producers and promoters to deliver it.

Lighthouse welcomes close to 200,000 customers to shows, screenings and events each year. Our website receives over half a million visits during the year.

Approximately 50% of our audiences are based in the BCP area with 26% from wider Dorset - the rest of our audiences travelling from across the South Coast and Southwest.



Aims, goals and objectives

AIMS

This business plan has three principle aims, which are to:

1

Create an accessible, broad and diverse cultural programme and venue for our community to enjoy

2

Support artists, our workforce and our community to develop their talent in the creative sector

3

Maintain a world class building

GOALS

Our strategic goals for the period of this business plan are to:

1

Deliver a wide-ranging and great arts programme.

2

Retain, build, diversify and grow audiences

3

Develop creative people through Lighthouse Academy

4

Connect with our community

5

Improve equity, diversity, inclusion and belonging

6

Deliver an environmental sustainability strategy

7

Build financial resilience and effective resources

8

Support the cultural strategy of the region

OBJECTIVES

The areas we will be focussing on over the next few years are:

1

Developing our people

2

Building our profile

3

Environmental sustainability

4

Increasing fundraising & commercial income

5

Developing digital and IT

Our values



INVESTORS
IN PEOPLE

Accredited
Until 2021

ASPIRATIONAL

We are up for it! We passionately believe in the power and the value of Lighthouse. We believe that bold, audacious arts can enrich and inspire the lives of our community through shared cultural experiences.

VALUE BEHAVIOURS

We are proud to be a role-model for Lighthouse.

We embrace change and push our boundaries as individuals and as an organisation.

WE DO NOT

Close our minds to new ideas or inflexible.

Be a roadblock to stop others developing new ideas or ways of working because "It's always been done that way."

WELCOMING

We welcome our staff, volunteers, artists, audiences, partners and our community into our work. We are friendly, inclusive and work together effectively and safely, ensuring that teamwork is at the heart of everything we do.

VALUE BEHAVIOURS

We ensure every interaction with our community is friendly and welcoming.

We lead by example and will be accountable for our actions.

WE DO NOT

Look to blame others, rather than learn and change.

Exclude, alienate or undermine others.

EXCELLENCE

Everything we do is of the absolute highest quality. We will strive to achieve excellence in every aspect of our work and how we deliver it.

VALUE BEHAVIOURS

We take pride in our building, each other and in the work we do.

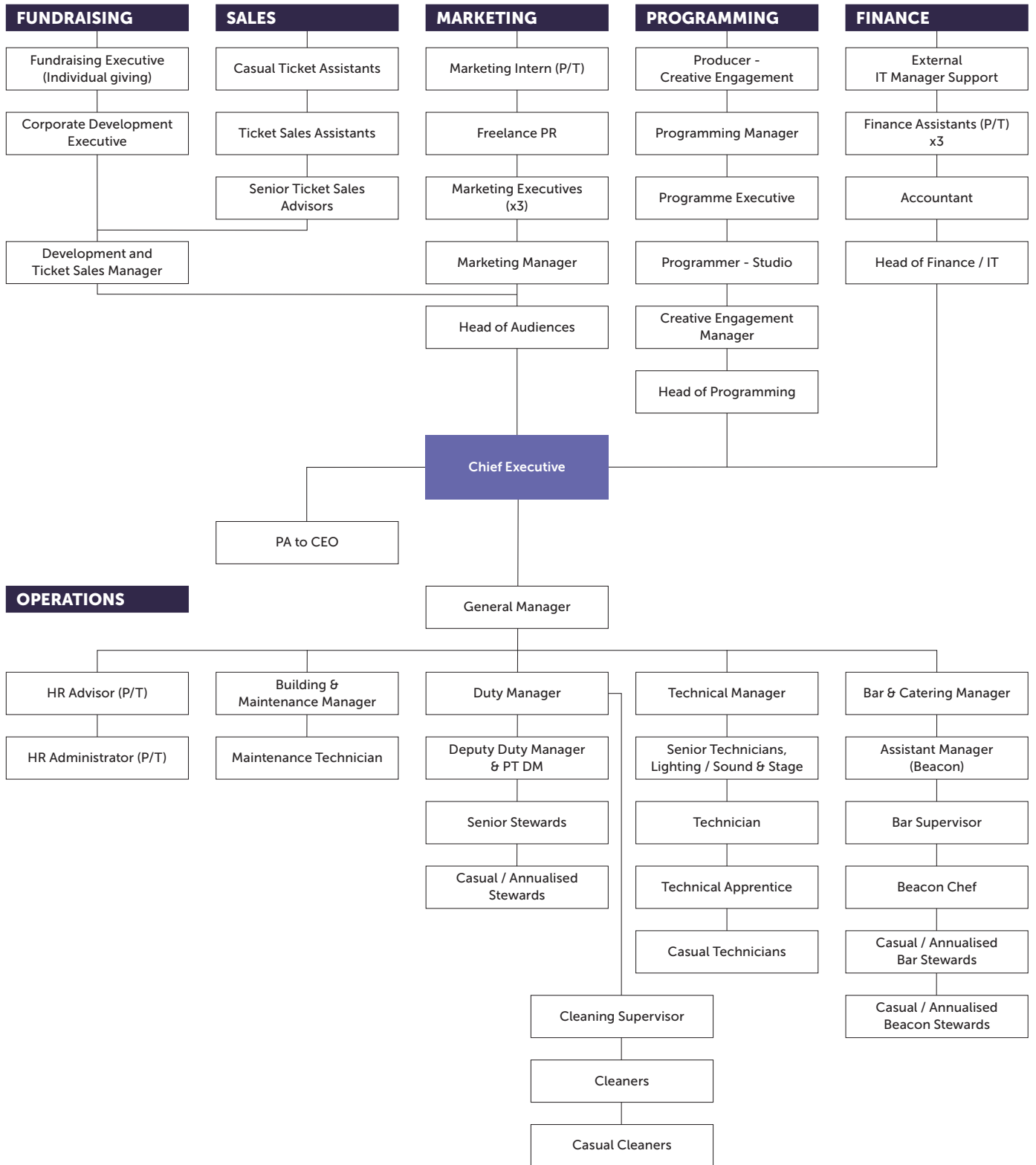
We will meet and exceed expectations across all areas of Lighthouse.

WE DO NOT

Make do, rather than always seek to do better.

Do the minimum, leaving tasks half-finished for others to complete.

Our structure



Staff benefits

As a member of Staff at Lighthouse you will have access to a range of benefits and offers.

BENEFITS

- 25 days annual leave, plus public holidays, rising by a day a year up to 30 days after 5 years service
- Contributory pension scheme 4%
- Enhanced maternity, paternity and adoption leave
- Staff discounts on retail and tickets
- Employee wellbeing support
- Flexible working
- Professional support & development
- Cycle to work scheme

HEALTH AND WELLBEING

Lighthouse is committed to providing support and opportunities to enable staff to maintain health and wellbeing, we have a wellbeing programme focused on Mind, Body and Togetherness. With a range of free events throughout the year, including, but not limited to Quiz nights, staff party, massages, Art classes and Breakfasts.



Job description

ROLE

HR Advisor

REPORTING TO

General Manager

RESPONSIBLE FOR

HR Administrator

DEPARTMENT

HR

CONTRACT TYPE

Part time, 24 hours, permanent

SALARY

£15.40 per hour

PRINCIPAL PURPOSE OF THE ROLE

To coordinate and deliver Human Resources for the organisation including recruitment, wellbeing, performance management, HR systems, HR data reporting and learning & development.

PLANNING AND DELIVERY

- To lead on all recruitment and selection activities and the appointments process under direction of the General Manager; ensuring all relevant employee information is collated at commencement of employment and that accurate records are maintained throughout.
- To monitor existing policies and procedures and update where necessary to reflect the changing needs of the organisation and in line with current legislation and best practice guidelines.
- To monitor Lighthouse's performance against the Investors in People standards and action plan, making recommendations to management and taking action where appropriate.
- To lead on promoting the wellbeing of employees across the organisation in line with the organisations policies.
- To support and assist the organisational objective in improving equality, diversity & inclusion from the human resource perspective.
- To prepare reports for Senior Management on HR issues e.g. sickness, equality, and diversity.
- To line manage the HR Administrator to the successful delivery of the role.
- To ensure that all employment procedures comply with the Lighthouse's policies and procedures in respect of equality, diversity, and inclusion, ensuring changes are communicated appropriately and applied in a fair and consistent manner.
- Assist in the conception and delivery of training and development events as and when required including induction, recruitment open days and board recruitment.
- To check all payroll administration, pay adjustments and the compilation of statistical reports.
- Maintenance of Breathe HR online employee database.
- Supporting and Coaching managers through performance and wellbeing appraisals.
- Training managers on Interview techniques.
- Working closely with line managers, providing them with advice, guidance and coaching in line with Lighthouse Policies and Procedures and terms and conditions of employment.
- Supporting with the formal nature of all disciplinary matters, ensuring employment law and company policy are followed.
- Ensuring compliance and employment law.
- Working to improve the efficiency of the HR function.
- Managing staff relationships.
- Acting as a key contact for all HR issues.

Job description

COMMUNICATION

- Maintain and develop good contacts and working relationships with colleagues, customers, artists, contractors, suppliers, stakeholders and external organisations in order to promote the value of the work we deliver.

FINANCE

- To work within agreed defined budgets.
- Obtain quotes and check they are honoured.

HEALTH AND SAFETY

- Ensure all health and safety procedures are communicated to staff through induction.
- Adhere to health and safety legislation and Lighthouse's policies and procedures.
- To minimise the Trust's environmental impact wherever possible adhering to and supporting its Sustainability Policy. To include recycling, switching off lights, computers and equipment when not in use. Helping to reduce paper waste by minimising printing/copying, reducing water usage and reporting faults and heating/cooling concerns promptly.

TRAINING

- Take responsibility for their own training and development, including attending and completing relevant induction and mandatory training. Core Training will cover Online IHASCO training and Health and safety as part of the induction.
- To participate with their review process with their line manager, every 6 months and to take up opportunities identified as part of their learning and development.

REPRESENTATION

- Represent Lighthouse at performances, meetings, and events, as and when required.

DIVERSITY

- To be aware of and embrace the EDIB culture at Lighthouse at all times.

VALUES

- Work to and promote the Lighthouse values of being Aspirational, Welcoming & Excellence.
- Any other duties as may be reasonably required.

Person specification

PERSONAL SPECIFICATION

Essential

- Good general level of formal education (including English and Maths GCSE or equivalent passes).
- CIPD Level five
- 2 years' experience in a similar role
- Sound IT proficiency and experience of using IT in an HR Context
- HR Database Maintenance and Management
- Organising own work and managing deadlines
- Proven experience of managing/ working with budgets
- Knowledge of employment legislation

Desirable

- Practical experience of participating in procedural meetings.
- IT qualifications (Microsoft Office, certification or similar)
- Knowledge and passion for the Arts

COMPETENCIES AND SKILLS

- Excellent communication and interpersonal skills with the ability to present information in a manner appropriate to the audience, draft correspondence and email responses.
- Able to maintain a professional stance and appreciate confidentiality.
- Ability to work unsupervised and take responsibility.
- Ability to perform accurately under pressure, meet deadlines and make decisions.
- Computer literacy – good knowledge of Microsoft Word, Excel, email, internet and experience of in-house databases together with use of web-based information systems.
- Excellent organisational skills.
- Adaptable and flexible in approach to work.
- Ability to analyse and use data and management information.
- Good commercial awareness.

PERSONAL CHARACTERISTICS

- Must enjoy working with people and be customer focused.
- Tactful, approachable, discreet and diplomatic.
- Dynamic, energetic and enthusiastic.
- Proactive and results orientated.
- Adaptable to change.

Recruitment Pack

lighthouse
Arts & Entertainment | Poole

concert hall



SUPPORTED BY



AFFILIATED WITH

Registered Number 1368325 | Charity Registration Number 275961

Registered and Principal Office Lighthouse, Poole's Centre for the Arts, Kingland Road, Poole, Dorset BH15 1UG

| Different every day