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Sadler's Wells  
People Assistant



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## About us

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

More than half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Today Sadler's Wells consists of the Sadler's Wells Theatre (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Our fourth venue Sadler's Wells East will open this year in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space is located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site forms part of a new cultural and education district, which includes a major new University College London (UCL) campus and direct links to the creative communities already based in east London.

Sadler's Wells' new space houses a 550-seat mid-scale theatre, as well as facilities for the Rose Choreographic School and Academy Breakin' Convention.

## Our Values

### COLLABORATION



- We are encouraging and supportive
- We work as one collective team
- We listen and empower every voice
- We seek and value diversity of thought and experience
- We pool our knowledge, resources and creativity
- We create opportunities to work strategically and in partnership

### EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting and impactful dance
- We do the best we can each day
- We continuously learn and develop our skills
- We operate sustainably by managing our resources effectively
- We hold each other accountable

### INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate and respect our differences
- We remove barriers to access or equality
- We actively address all forms of discrimination
- We engage and reflect the diverse communities we are part of

### INNOVATION



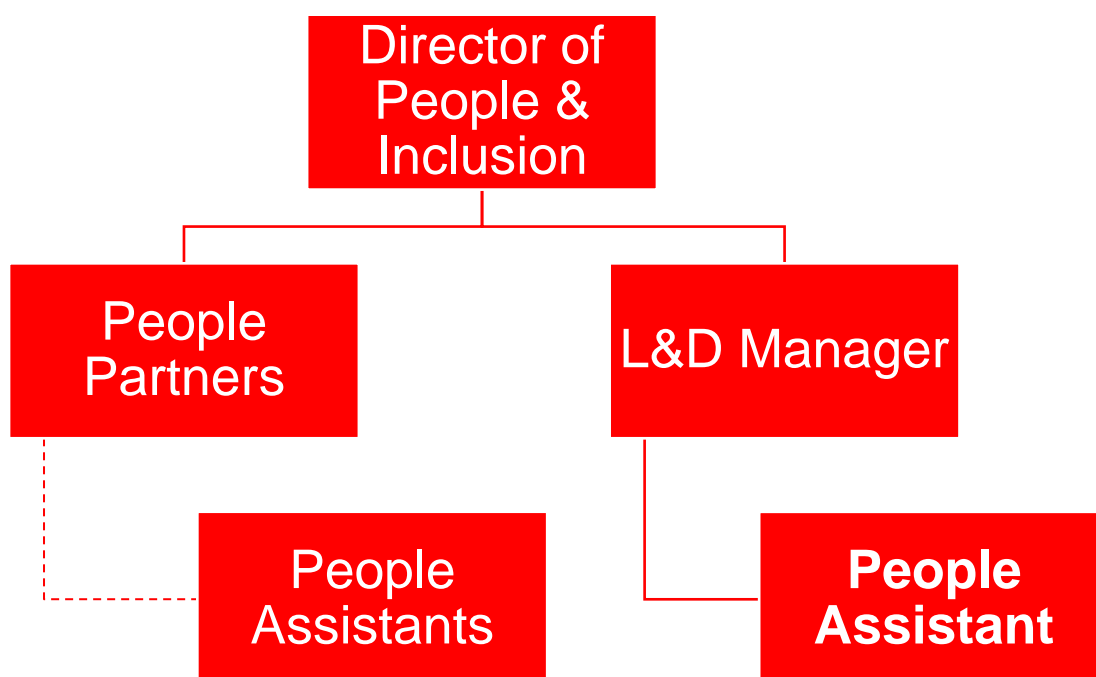
- We are curious and bold
- We find a better way in the every day
- We challenge and question why, and why not
- We take creative and calculated risks
- We cultivate ideas, try new things and embrace change
- We learn and grow from our mistakes and successes

## The Department

The People department works to shape our identity, agility and access to our productions at Sadler's Wells. This is a strong, supportive and highly collaborative department, that strives to reflect these qualities internally across the organisation. With a great focus on encouraging and promoting an inclusive workforce, giving way to opportunities for colleagues to grow and progress themselves, and adapting and incorporating smarter and more efficient ways of working, the People department continue to lay down the foundation for all who journey throughout Sadler's Wells.

## The Role

The People Assistants work closely together, as the first point of call for the department. Responding to queries, managing diaries and assisting with the organisation and implementation of training sessions. You will work across the team to support and ensure the Sadler's Wells employer brand is protected. You will also be the first point of introduction to our organisation for new joiners, acting as an ambassador for the organisation. You will also be responsible for data management and implementing processes.



## What are my responsibilities?

This role involves a range of key responsibilities, including:

- Provide administrative support to the department. Acting as the first point of call to deal with any enquiries and escalating to other members of the team as necessary
- Manage diaries and the scheduling of meetings and other department activity, such as interviews
- Support the recruitment process, including posting vacancies, arranging interview schedules and testing, requesting references, completing right to work checks, issuing documentation, and supporting the onboarding process
- Ensure the fair and equitable treatment of all Sadler's Wells' candidates and colleagues
- Support the team in drafting and issuing letters, emails, and other correspondence, and respond to ad-hoc enquiries
- Be responsible for all incoming and outgoing post and emails. Regularly monitoring the People team general email inboxes and distribution, responding to them as necessary in a timely manner
- Maintain an up-to-date data management system, including storage, setting up new files, reviewing existing files and ensuring all records are correctly archived
- Assist with data collection and analysis to support decision making
- Research and produce reports as required
- Coordinate internal meetings, booking event spaces, and arranging refreshments as necessary
- Assisting with the organisation and implementation of training session i.e. both internal and external
- Contribute to the delivery of People projects and the smooth running of the People function
- Take meeting minutes and/or notes as required

### General

- Live, breathe and role model our organisational values of Collaboration, Excellence, Inclusion and Innovation, being aware of the influence and impact you can have in Sadler's Wells
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

## Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

#### Essential:

- A strong alignment with Sadler's Wells' values, mission, vision and objectives
- An interest in pursuing a career in HR or within a Business Administration role
- Ability to pay close attention to detail
- Ability to follow and give clear instructions
- Ability to be discreet and maintain confidentiality
- Ability to demonstrate an open mindset and deep curiosity about others, listen without judgment, and seek with empathy to understand those around them
- Committed to driving an inclusive culture within the organisation
- Cultural intelligence (CQ) & Emotional intelligence (EQ) with commitment to social inclusion
- Experience of working with people from a variety of different backgrounds
- Good knowledge and application of Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Good level of literacy
- Good team player
- Good written and verbal communication skills [and/or British Sign Language, if primary language]
- Hardworking, professional and positive approach to work
- Organised with good time management and ability to prioritise workload
- Self-motivated
- Willingness to undertake a range of tasks
- Must currently hold the right to work in the United Kingdom

#### Additional, but not essential:

- Experience in a similar HR role
- Knowledge of using HR databases (e.g. People XD, Applicant Tracking Systems (ATS))

*If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.*



## Why work for us?

<b>Contract:</b>	Permanent
<b>Salary:</b>	£27,352 per annum, plus benefits
<b>Hours of work:</b>	Full-time, 40 hours per week (inclusive of paid meal break)
<b>Start date:</b>	March 2025

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages.

- You will get 25 days annual leave for each holiday year (pro rata based on duration of fixed-term contract)
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a life assurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a smarter working approach.

### Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com). You can also review our FAQs [here](#).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells is a PiPA (Parents and Carers in Performing Arts) Charter Partner, striving towards creating a more family friendly working environment.

**We welcome all applications by 11.59pm BST on Sunday 23 February 2025.**