

Recruitment Policy

Reviewed: 15 April 2026

VERSION CONTROL

Version	Author	Date	Changes
1	Becky Dash	24/2/2025	Creation of Policy
2	Olivia Race	22/4/2026	Policy updated after review by Olivia Race, Craige Clarke and Michelle Hollewyn

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1 Overview

- a. Lawrence Batley Theatre's success is down to the passionate and creative people who make up our team. All we ask is that those who want to join us are passionate about what we do, dedicated to local theatre and have an open mind. These guidelines set out our approach to recruitment to give all potential applicants clarity about the standards and practices that are applied in our recruitment and selection process.
- b. We are an inclusive organisation which encourages applications from across society. We're committed to building a workforce of capable and committed people from all walks of life. We recognise that not everyone will have followed a traditional pathway in their career, and therefore our recruitment process focuses first and foremost on relevant experience.
- c. We do all we can during our recruitment process to make sure that job applicants (people who send us job applications), job candidates (those whose applications we take through to subsequent stages), and general job seekers are not disadvantaged in connection with a protected characteristic.
- d. Our recruitment decisions, including external advertisement and internal promotions and transfers, are based on non-discriminatory and, as far as possible, objective criteria.
- e. The scope of the policy is for permanent staff recruitment, and while we always aim to apply the principles, in times of high recruitment needs, we may not apply the policy in full. For internal recruitment, elements of this policy may not always be applied in full i.e. where we have an obligation to protect colleagues at risk of redundancy. Therefore, this policy does not form part of the employment contract, and we may update it at any time. This policy does not apply to the recruitment of freelancers.

2 Defining the role

- a) When we need to recruit, we will carefully consider what the role involves. We will review and may update an existing job specification to make sure that it properly reflects the day-to-day duties and responsibilities involved, with a specific review of the essential and desirable criteria.
- b) We will list the Job title, Main purpose of job, Responsibilities, Essential & Desirable personal attributes along with the Terms & Conditions of the role. We recognise that the content of Job Descriptions may appear comprehensive, but we encourage applicants to apply who can demonstrate they meet the majority of the criteria. If there

is an essential requirement, it may mean that we are not able to shortlist applicants who do not meet the requirements. However, we encourage shortlisting manager's to challenge themselves on where we believe we can teach and upskill individuals if they are the right candidate and fit our values and passion for what we do.

- c) If we think that the role could work as a part-time, job-share or other type of flexible working arrangement, we will take that into account when we are recruiting.

3 Equal opportunities

- a) We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates.
- b) Recognising that the theatre sector, including ourselves, has a great deal of work to do to become truly equal we issue an Equality Monitoring form to everyone who applies to us. This form is anonymous and the information it contains is not considered as part of the selection process. However, after every round of recruitment we use the monitoring information we collect to understand who is and is not applying to our theatre – which allows us to identify the ways in which our workforce is not representative of our community and developing ways of improving representation off the back of this.
- c) Whether an applicant does or does not complete a monitoring form has no bearing whatsoever on our recruitment decisions.

4 Our job adverts

- a) Job adverts are prepared by the relevant line manager and/or Head of Department and signed off by the CEO/HR.
- b) Our job adverts comply with equality law. In particular, we don't use wording that could discourage applications from some groups in society.
- c) We may decide to advertise a vacancy internally and/or externally. When we advertise internally, we make sure that employees who are absent because of long-term sickness or maternity leave (for example) are told about the vacancy and are given the same opportunity as their colleagues to apply.
- d) All vacancies will be advertised for a minimum of one month where practically possible. As standard all posts will be advertised on our website, social media channels and Arts Jobs. On some occasions vacancies will be advertised on job boards such as Guardian Jobs, Arts Professional and Arts Marketing Association.

- e) We will aim to share proposed dates of interview with the vacancy advert.

5 Application process

- a) For most of our vacancies we ask candidates to complete an application form, or send a video, responding to the job specification, to be considered for the role but in some circumstances, we may hold open recruitment days for certain posts.
- b) To remove bias, we only ask for candidates' relevant experience rather than a chronological CV. This expectation is clearly detailed in the application form.
- c) If an applicant needs information such as an application form, job specification or person specification in an accessible format (large print, for example) they are encouraged to ask us. As long as the request is reasonable, we will do that or signpost them to relevant support.
- d) We may ask a candidate to disclose details of criminal convictions if it is justified based on the role they are applying for. For example, a role where an enhanced DBS check is essential. If we do ask for this disclosure, we will be clear about what they need to tell us.
- e) We won't ask candidates about their health before making a job offer unless that is necessary and we:
- Need to know about any reasonable adjustments that should be made to the recruitment process (that information is kept separate from the application form);
 - Need to establish if they would be able to carry out an intrinsic part of the job;
 - Need to check if they have a particular disability where that disability is an occupational requirement of the job;
 - Want to take positive action in respect of disabled people; or
 - Have to ask health or disability-related questions because of a legal requirement.
- f) We won't ask for candidates date of birth before making a job offer unless this is necessary due to the nature of the role i.e. the sale of alcohol.

6 Shortlisting

- a) Our processes are fair and must be seen to be fair. If a member of staff involved in the recruitment process has a conflict of interest, they should immediately share this information with the hiring manager or CEO. A conflict of interest could include a relationship or friendship with a job applicant.

- b) Once a vacancy has reached the closing date no further applications will be accepted. We reserve the right to hold interviews before the advertised date.
- c) Before being reviewed we anonymise the applicant's name, where practicable on each application.
- d) Applications will be reviewed by a team of at least two members of staff including one with direct knowledge of and skills relevant to the role being applied for. They will shortlist candidates based on their application, using a scoring matrix and the essential and desirable criteria.
- e) We will contact the successful and unsuccessful applicants as soon as possible after making our decision about who to take forward to interview. Normally, an applicant can expect to hear from us within one to two weeks of the closing date if they have been selected for interview. We aim to reply to unsuccessful candidates within two weeks of the application deadline.

7 Interviews and assessment

- a) The interview is an opportunity for us to get to know candidates and to better understand their skills, experience, knowledge and abilities. Usually, we will have more than one assessment to test a range of skills. We will always advise candidates ahead of any interview stage what to expect.
- b) We will try to accommodate the needs of the applicant around the timing and format of interview(s), and will make reasonable adjustments for disabled candidates.
- c) Interviews will always be conducted by a minimum of two panel members to reduce bias. Candidates may meet a variety of other stakeholders through the assessment process.
- d) One of the team will act as Chair which means that they are responsible for ensuring any particular access needs for candidates are taken into account as well as ensuring interviews are conducted professionally and fairly. The Chair also ensures that each panel member has an opportunity to give feedback on candidates in relation to the selection criteria and that those criteria, and not any other factors, are the basis for the panel's decision making. The Chair is also responsible for ensuring interview notes are completed for every candidate to help us record the panel's decision but also to enable us to provide feedback for all interviewees so that they can understand the outcome of the interview.
- e) Interview questions and assessment tasks will be based on the role responsibilities and person specification. Questions will be as objective as possible and the candidate will be scored objectively based on their answers.

- f) If we do not identify a suitable candidate, we may decide to re-advertise the vacancy or a different version of the vacancy.

8 Making a job offer

- a) We will usually contact the successful candidate with a verbal offer and follow this up with a formal written offer. That offer will include details of the terms and conditions of employment. We will explain how to accept our offer, including the timescale for that response.
- b) A job offer will usually be made subject to certain conditions. These include one or more satisfactory references and confirmation of the right to work in the UK. We may also decide to make an offer conditional on other specific checks that it is reasonable, necessary and proportionate for us to carry out. i.e. a DBS check for employees working directly with young people or vulnerable adults.
- c) When it comes to seeking references, we will contact the successful candidate's referees, although we will only contact them with verbal or written consent following the job offer. We will verify references by researching the company, checking email addresses and calling business offices.
- d) We aim to always give feedback to unsuccessful candidates who have been through a formal interview.

9 Data Protection

- a) During the recruitment process we will need to collect, handle and store various data about applicants. This is likely to come from different sources including:
- The application form;
 - Notes of the interview;
 - Employer references;
 - Results of pre-employment checks.
- b) We will only collect data that is relevant to the recruitment decisions we need to make.
- c) We will only take up references with consent, and if that consent is not provided the offer will be withdrawn.
- d) Relevant data will be held confidentially, stored securely and retained for only as long as necessary, in line with our Data Protection and GDPR Policy.

- e) Only information that has a bearing on the employment relationship will be transferred to the personnel file.
- f) For external unsuccessful applicants we will retain personal details on file for consideration against future vacancies. We will only retain information for a period of six months.
- g) For internal unsuccessful applicants, all data in relation to the recruitment exercise will be retained on their personnel file.

11 Enforcing this policy

- a) If you are an employee of ours and believe that you have been discriminated against in breach of this policy, you should speak with your line manager or HR. You may want to take the formal step of raising a grievance, in which case you should follow our Grievance Policy.
- b) If you make a complaint under this policy in bad faith (where, for example, you know the allegation you are making is not true), we may regard that as a disciplinary issue. In serious situations, that could lead to dismissal without notice or payment in lieu of notice.
- c) If you are found to have breached this policy by unlawfully discriminating against someone during the recruitment process, we may consider that to be misconduct. We might deal with it by providing (additional) training, issuing a warning or, in serious cases, considering dismissal.

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