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## **Recruitment Policy**

### **General Statement of Policy:**

- Women & Theatre is committed to fair and transparent recruitment practices that are inclusive and non-discriminatory, in line with W&T's Equal Opportunities & Diversity Policy, and Equality, Diversity & Inclusion (EDI) Framework & Action Plan. This policy applies to the recruitment of employees, volunteers and freelance practitioners.
- Responsibility for monitoring this policy lies with W&T's Board of Directors.

### **Drafting Job Descriptions/Adverts:**

- Women & Theatre will draw up job descriptions/adverts with care to prevent discrimination, for example ensuring that 'desirable' skills are not designated as 'essential' and that the requested availability is what we require of the job.
- Genuine occupational requirement (GOR) provisions allow protected characteristics (e.g. an actor or worker's race or gender) to be specified in certain circumstances. A GOR must be crucial to the post and must be proportionate to achieving a legitimate aim.

### **Advertising:**

- Each employee post or Voluntary opportunity will be advertised with the aim of attracting interest from the widest community. We will endeavour to ensure that advertisements are not restricted to areas or publications that would exclude or disproportionately reduce applications from a particular gender, religion, age group or racial group. All job adverts will express W&T commitment to Equal Opportunities.
- W&T will ensure that jobs are advertised in accessible ways; making information available via the internet, in large print formats, and via post and email.

### **Data Management and Recruitment:**

- Any recruitment process is likely to involve the collection of personal data about applicants (e.g. name, address, previous employment information.) Any personal data which W&T collects, records or uses in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure compliance with the Data Protection Act 1998 and 2018 General Data Protection Regulations.

### **The application process:**

#### **Employees:**

1. Application packs for candidates detail company information, job description & personal specification. They are made available on our website and can also be emailed or posted out on request. Large print and audio versions will also be made available on our website.

We ensure applications are inclusive of trans and non-binary applicants by removing questions about the applicant's gender or title where this information does not need to be collected or allow for applicants to indicate their own title.

2. Applicants are short-listed against the job description and personal specification using a standardised scoring system. Short-listing notes are made to ensure transparency and in order to provide feedback if requested.
3. Short-listed candidates are invited for interview (and audition or practical workshop if an artistic role). The interview panel is made up of at least 2 people and is consistent for all interviews/ auditions. Interview questions are linked to the job description and personal specification and again a standardised scoring system used. Notes are made in order to provide feedback if requested.
4. After a provisional job offer, references are followed up and documentation to prove right to work in the UK is sought, prior to the formal job offer.
5. If the successful candidate is required to work with young people or vulnerable adults, they must have a valid Enhanced DBS disclosure (up to 3 years old). The Company can help the worker obtain a disclosure, but the employment will be subject to receipt of an Enhanced DBS Disclosure.
  - a. If the DBS disclosure is not clean and issues of a child protection or sexual nature are indicated, they will not be employed/ employment will be terminated. If other issues are indicated, they will be discussed between the worker and General Manager or Artistic Director. If they are satisfied that the issue/s indicated do not compromise Company policies, the employment can commence/ continue.
  - b. For trans applicants, the DBS offers a confidential checking service, known as the sensitive applications route. This route gives transgender applicants the choice not to have any gender or name information that could reveal their previous gender identity disclosed on their DBS certificate. Full information on this service can be obtained from the DBS, telephone 0300 106 1452 or email sensitive@dbs.gov.uk.

**Freelancers:**

1. Before recruitment, W&T agree a job description & personal specification. This is likely to be an informal discussion relating to the casting or artistic requirements of a particular project.
2. As W&T has a regular pool of freelance artists that work for the Company, it sometimes makes direct approaches to suitably skilled workers, within the terms of the equal opportunities & diversity policy. This is particularly the case when a project is re-mounted and we approach its original cast or when there is minimal lead in time to a new project and a delivery team is needed sooner, than would be possible if undergoing a formal recruitment process. Sometimes the length of contract (e.g. 2 days work) also makes a full recruitment process inappropriate.
3. When vacancies are advertised, it is in the most appropriate media to attract a wide range of people. A job brief is produced and available on our website alongside large print and audio versions.
4. Applicants to advertised posts send a CV with 2 references and cover letter responding to the job & project descriptions.
5. Applicants are short-listed against the job description and personal specification. Short-listing notes are made in order to provide feedback if requested.
6. Short-listed candidates are invited to an audition or interview. The panel is made up of at least 2 people and is consistent for all auditions/interviews. We ensure auditions are

relaxed and friendly and are delivered in accordance with the ITC's code of conduct for auditions. Again, notes are made in order to provide feedback if requested.

7. After a provisional job offer, references are followed up and documentation to prove right to work in the UK is sought, prior to the formal job offer.
8. If the successful candidate is required to work with young people or vulnerable adults, they must have a valid Enhanced DBS disclosure (up to 3 years old). The Company can help the worker obtain a disclosure, but the engagement will be subject to receipt of an Enhanced DBS Disclosure.
  - a. If the DBS disclosure is not clean and issues of a child protection or sexual nature are indicated, they will not be employed/ employment will be terminated. If other issues are indicated, they will be discussed between the worker and General Manager or Artistic Director. If they are satisfied that the issue/s indicated do not compromise Company policies, the employment can commence/ continue.
  - b. For trans applicants, the DBS offers a confidential checking service, known as the sensitive applications route. This route gives transgender applicants the choice not to have any gender or name information that could reveal their previous gender identity disclosed on their DBS certificate. Full information on this service can be obtained from the DBS, telephone 0300 106 1452 or email sensitive@dbs.gov.uk.

#### **Volunteers:**

1. Before recruitment, W&T agree a Volunteer Brief or Job Description. A volunteer brief or description is produced and available on our website alongside large print and audio versions.
2. Applicants to advertised posts send an email outlining why they want to be considered for the post and any relevant experience.
3. Applicants are short-listed against the Volunteer Brief, although in most cases all applicants are seen. Short-listing notes are made in order to provide feedback if requested.
4. If the successful candidate is required to work with young people or vulnerable adults, they must have a valid Enhanced DBS disclosure (up to 3 years old). The Company can help the worker obtain a disclosure, but their involvement will be subject to receipt of an Enhanced DBS Disclosure.
  - a. If the DBS disclosure is not clean and issues of a child protection or sexual nature are indicated, they will not be employed/ employment will be terminated. If other issues are indicated, they will be discussed between the worker and General Manager or Artistic Director. If they are satisfied that the issue/s indicated do not compromise Company policies, the engagement can commence/ continue.
  - b. For trans applicants, the DBS offers a confidential checking service, known as the sensitive applications route. This route gives transgender applicants the choice not to have any gender or name information that could reveal their previous gender identity disclosed on their DBS certificate. Full information on this service can be obtained from the DBS, telephone 0300 106 1452 or email sensitive@dbs.gov.uk.

**This policy was approved by W&T's Board of Directors on 14 September 2022**