

NOTTINGHAM PLAYHOUSE

Recruitment Pack

DIVERSITY WORKING GROUP

November 2020



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DIVERSITY WORKING GROUP

Nottingham Playhouse is seeking members for its Diversity working group (DWG), as specified in the [Anti-Racism Action Plan](#).

The purpose of the new DWG is to look at the wider culture and environment at the Playhouse. To advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the ultimate aim of ensuring that the organisation is a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community.

The ultimate ambition of this group is creating a welcoming and equal experience for all at Nottingham Playhouse.

BACKGROUND INFORMATION

At Nottingham Playhouse, we are committed to reflecting the community we serve, both locally and nationally. In the wake of the Black Lives Matter movement, we recognise that we must accelerate representation in the organisation and make the Playhouse an anti-racist, safe space for all.

In 2017 in consultation with stakeholders, Nottingham Playhouse created its new brand values and these include:

POSSIBILITIES FOR EVERYONE

We make great theatre for and with everyone.

Everyone can find their story here.

Understanding our differences and similarities through sharing stories.

A SPACE WHERE WE ALL BELONG

Where every person matters

You are invaluable, you are imaginative, get involved

DIVERSE STORIES, PEOPLE AND EXPERIENCES

We take inspiration from all around to tell stories

And, amongst other things, we want the creation of this group to hold us to these core values and to explore where those can be further developed.

In June 2020, we published a draft of our new Anti-Racism Action Plan online:

<https://www.nottinghamplayhouse.co.uk/about-us/representation-action-plan/>.

In August 2020, we established a Diversity in the Workforce working group (DiW), with the specific aim of increasing the representation of Black, Asian and minority ethnic employees within our permanent workforce.

In autumn 2020, we will form a second Diversity working group (DWG), as specified in the Anti-Racism Action Plan. (The name for this group will be decided by its members.)

FURTHER INFORMATION

We recognise that this work can be uncomfortable and awkward; as we move from a system we're used to into one less familiar, the need for mutual respect and empathy amongst the group will be paramount.

In joining the group everybody agrees to state clear boundaries on speech and behaviour at the start of each session, in order to create a constructive environment for participants. This will include both encouraging open discussion but also making it clear that there is a "no names"/anonymisation policy.

The DWG will comprise three Playhouse staff, three Playhouse board members and three co-opted members of the public, recruited via open callout from the local community. It is expected that the group will commence meetings in January 2021, depending on the recruitment process. Initially, the group will meet fortnightly to give the work momentum, moving to every six weeks once the group is established. The three co-opted members will receive a fee of £87.50 for each meeting (to include reading), based on the Playhouse's Freelance Day rate of £175. Due to Covid-19, meetings may be held over Zoom or in-person, in accordance with Government guidelines.

The group will always comprise a minimum of 50% members from Black, Asian and minority ethnic backgrounds. We are particularly seeking applications from people from these backgrounds, who can bring their lived experience and unique cultural perspective to the group.

Please see below to read the detailed Terms of Reference.

HOW TO APPLY

Please send us an expression of interest, explaining why you would be interested in joining the group and what you would bring to it. Maximum 200 words.

Please also include your CV, (1 page is fine), and complete an Equal Opportunities Monitoring form. (This form will be separated from your application and not seen by the panel.)

If you require an alternative way to make your submission, such as submitting a short video, please contact Frances Pearson, Administration Assistant, via email at francesp@nottinghamplayhouse.co.uk to discuss a suitable format.

Your application will be considered by a representative panel who will invite a shortlist of candidates for a chat. (This may be in person or via Zoom.)

All applicants will be notified of the outcome of their submission.

Nottingham Playhouse is committed to a policy of equality of opportunity and working with people representative of the diverse communities we work with. We actively encourage submissions from Black, Asian, Minority Ethnic and Disabled people. Nottingham Playhouse is part of the Parents in Performing Arts (PIPA) campaign and welcomes submissions from people who have caring responsibilities.

Submissions should be sent to: recruitment@nottinghamplayhouse.co.uk
(Please send as a Word document. Do not send as a zip file or use file sharing services such as OneDrive or Dropbox. Apple/Mac users should export their submission to a Word document or PDF before sending.)

Alternatively, submissions may be sent by post marked Private and Confidential to the Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF.

The deadline for submissions is **Sunday 29 November 2020**.



TERMS OF REFERENCE

Context

At Nottingham Playhouse, we are committed to reflecting the community we serve, both locally and nationally. In the wake of the Black Lives Matter movement, we recognise that we must accelerate representation in the organisation and make the space an antiracist, safe space for all.

In June 2020, we published a draft of our new [Anti-Racism Action Plan](#) online. In August 2020, we established a Diversity in the Workforce Working Group (DiW), with the specific aim of increasing the representation of Black, Asian and minority ethnic employees within our permanent workforce. This is chaired by Trustee, Natalie Gasson.

We will now form a Diversity Working Group (DWG), as specified in the Anti-Racism Action Plan.

Purpose

The purpose of the DWG is to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the ultimate aim of ensuring that the organisation is a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community.

Responsibilities

- To assist in ensuring the Playhouse is a safe environment for all, shaping an evolving inclusive culture and appropriate behaviours.
- To review, debate and make any amends to the Anti-Racism Action Plan.
- To review the key areas of the Playhouse's operation (such as policies and procedures) through the lens of diversity and inclusion.
- To discuss particular actions which may accelerate, in an effective and meaningful way, equality within the Playhouse's work. To agree a timeline and priority ranking.
- To review the work of Nottingham Playhouse in delivering its Brand Values
- To advise the Executive and Board on particular matters concerning diversity as they arise (programming choices, recruitment adverts for example).
- Where necessary, to agree timelines which are realistic whilst recognising the urgency of the subject matter.
- To participate in training (both giving and receiving), events and recruitment panels as appropriate.
- To work closely with the DiW, feeding into that group's work and updating them on DWG progress. Each group will hold the other to account.
- To agree frames to monitor, evaluate and report on the progress of the committee.

Meetings

- Depending on the macro environment it is envisaged the group will begin in early January 2021, dependent on recruitment.
- Initially the group will meet fortnightly, in line with DiW frequency.
- Once the group is established, it is envisaged that its meetings will decrease to every 6 weeks.
- Meetings will initially last 90 minutes. To be reviewed once the frequency of meetings lessens.

Membership

It is crucial that the DWG membership is drawn from across stakeholders of the Playhouse. This will comprise of at least three staff members (including at least one of the Executive), at least three board members (including the Chair), and at least three co-opted members.

At least 50% of the committee will consist of Black, Asian or minority ethnic members. Co-opted members will initially serve on the committee for one year, after which the group may re-recruit. They will be paid an honorarium for each meeting (inclusive of preparatory reading) of £87.50, which is based on the Playhouse's freelance rate, (currently £175).

Other members of staff, stakeholders and advisors may be called upon to attend meetings.

50% of the membership must be present for the meeting to be quorum, including at least one Trustee, one staff member and one co-opted member. The Chair will be appointed by the group.

Duties

It is expected that members will ensure they have read papers and documents prior to the meeting.

Members will attend as many meetings as possible, including a minimum of 70%, notifying the Chair of an absence in a timely manner and arriving to the meeting on time.

Reporting

The DWG reports to the Board of Trustees. Progress will be reported at the bi-monthly board meetings and AGM by the Deputy Chair and, periodically, the Chair, of the DWG. Public transparency and accountability is essential and updates on the group's activity will be posted on the website, including action points.

Monitoring and Review

The committee's Terms of Reference will be reviewed after one year by the Chair of the DWG and the Chair of the Board of Trustees.

Proposed Timeline

w/c 3/11/20 - Recruit members and advertise the co-opted member roles.

w/c 7/12/20 - Shortlist and interview co-opted member applicants.

January 2021 - First meeting.

February 2021 - Review switching to meeting every 6 weeks.

January 2022 - Review Terms of Reference and report on end of year 1.

Membership – this currently looks like:

Staff 1 – Adam Penford (Artistic Director)

Staff 2 - Natalia Bruce (Participation Specialist)

Staff 3 - Craig Gilbert (Artist Development Producer)

Board 1 - Caroline Shutter (Chair of the board)

Board 2 - Anthony Almeida (board member, freelance director)

Board 3 – [Deputy Chair?]

Co-Opted 1 – [Chair]

Co-Opted 2 -

Co-Opted 3 -