



Welcome, and thanks so much for your interest!

We're excited to be recruiting for the role of **Freelance Operations Assistant**.

We believe our organisation is most successful when made up of a team with a diversity of backgrounds, experiences, and ideas. Therefore, we are especially keen to hear from candidates who are deaf, neurodivergent and Disabled, and/or are Black or from the global majority.

This pack is designed to give you all the information you need, but if there's anything that you're unsure of, please don't hesitate to contact The Yard's Finance and HR Manager, Susie. You can do this either by email at susie@theyardtheatre.co.uk or by phone on 07391 030 934 weekdays between 10am and 6pm, and she will be happy to talk anything through with you.

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ABOUT THE YARD

On our stage we produce a wide range of highly-acclaimed shows, including the fierce coming of age fencing battle, *Athena*. We also recently co-produced the hit *SAMSKARA*, an explosive fusion of physical theatre, hip-hop dance and text. It sees four generations of black men trying to understand themselves in a world which tells them they have to be strong.

In our bar we work with some of London's most exciting collectives, promoters and artists to host and create performances, events and club nights. Hosting regular parties including *Inferno*, *Pride of Arabia*, *Misery*, *Beauty & The Beat*, and other one-off events, our programme reflects the best of London's nightlife. Plus our latest **Night Drafts** programme is supporting promoters, musicians, artists, producers to start their own night time events at The Yard. Through this they will reach new audiences and build more resilient careers in nightlife.

In our community centres we host and support a programme of events and activities for local residents. This includes running a food bank, after-school art clubs and accessibly priced yoga. Plus every week we support 100 young people aged 4-19 to create extraordinary theatre in our free Yard Young Artists programme.

In the next few years at The Yard we will build and move into a permanent new home in Queens Yard, Hackney Wick. It will have a larger capacity and more space to bring our programme together under one roof, with new facilities to better support artists and welcome audiences.

COMMITMENT TO ANTI-RACISM

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. For more information about this, please see our latest public update [here](#). If you would like to hear more about the Yard's work on anti-racism in advance of applying for this role, we can set up a conversation with Ashleigh Wheeler our Interim Executive Director. To do so, please contact recruitment@theyardtheatre.co.uk and mark it for her attention.

ACCESSIBILITY

We are Disability Confident Committed, and are striving to remove disabling barriers across our organisation. Huge thanks to Real, the Disabled People's Organisation in Tower Hamlets, who are helping us.

Our staff have working space at our two community centres, Hub67 (E9 5HA) where the nearest station is Hackney Wick, and the Hall (E9 5EN) where the nearest station is Stratford International. Both stations have step free access, as do local buses. Hub67 is fully wheelchair accessible and also has a car parking space available at the front of it. The Hall has step free access.

We want you to have every opportunity to shine in our recruitment process, so please let us know if you have Disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing this pack in other formats, providing support to complete an application, and supporting Access to Work applications. Just contact Susie, our Finance and HR Manager by email at susie@theyardtheatre.co.uk or by phone on 07391 030 934, weekdays between 10am and 6pm.

Disabled People can also opt into our guaranteed interview scheme in the application form. With this, we guarantee an interview to up to five Disabled candidates who score the highest against our Person Specification.

PERSON SPECIFICATION

We have divided our Person Specification into 'Essential' and 'Desirable' criteria. The 'Essential' section is our main focus for shortlisting and is the minimum criteria we use to assess those eligible for our Guaranteed Interview Scheme.

If the statements in the 'Essential' section describe you, then we'd love to hear from you.

Essential

- I am organised with a high attention to detail.
- I have proven basic DIY skills (painting, putting up shelves, oiling hinges).
- I have basic knowledge of power tools and how to use them
- I am confident in using Microsoft Word, Excel & Outlook.
- I am able to work well on my own.

Desirable

- I have extensive DIY skills (installing doors, changing locks).
- I have plumbing skills (installing taps, fixing leaks, fixing toilets).
- I have experience of implementing Health & Safety protocols within a workplace setting.
- I have knowledge/experience of The Yard Theatre, Hub67 & The Hall's programme.

ROLE OUTLINE

As the Operations Assistant, you will play a vital role in keeping our spaces beautiful, clean and safe. You will lead weekly walk arounds of our spaces, and check for maintenance issues that need attention. Then you will plan further maintenance work to solve the issues in collaboration with the Operations Manager. This is an entry level role for someone who wants to gain experience in safely maintaining arts and event spaces.

Job Details

	Responsible to: Operations Manager.
Key relationships:	Local coordinator, external contractors, cleaner.
Salary:	£111 a day (8 hours including breaks).
Employment Period:	6 Months Fixed Term.
Hours:	8 hours, normally between 09:00 and 19:00 once a week Monday - Wednesday depending on the needs of the programme. We will also consider job sharing options and/or making this a salaried position.
Start Date:	To start as soon as possible.

KEY RESPONSIBILITIES

We have included all of the responsibilities of the role in these areas of responsibility detailed below. This is to give you a full insight into what the role entails.

Maintenance

- Lead on weekly maintenance walk arounds of all three of our buildings (The Yard, The Hall & Hub67/the office), ensuring they are clean and safe.
- Compile reports based on your walk arounds of maintenance jobs that will need to be completed, keeping an eye on preventative measures that will elongate the life of our buildings.
- Complete maintenance jobs that you find in your walk arounds (oiling hinges, screwing things back in, changing batteries, touch ups of paint, etc)
- Liaise with contractors to complete works that are beyond your skill limit (plumbers, electricians, handy people)
- Liaise with our cleaner to pick up issues around cleaning and booking additional cleans.

Fire Safety

- Complete weekly fire alarm, fire extinguishers & fire exits checks to ensure we are compliant with our Fire Risk Assessment.

- Hold the relationship with our external fire safety contractor ensuring that yearly servicing of our fire extinguishers & alarm systems are done and a record is kept.
- Update our fire log books keeping good record of the preventative measures we take to keep our buildings safe from the risk of fire.

Health and Safety

- Check and replenish the stock in our First Aid boxes across all venues.
- Ensure all relevant Health & Safety posters are displayed where they should be across all three venues.

Finance

- Process invoices from contractors that relate to maintenance work that you have booked in.
- Meet with the Operations Manager to plan maintenance work, ensuring the works are in the budget.

General

- Always look for ways to improve The Yard and actively feedback constructive ideas.
- Support staff at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation always performs at its best.
- Look to find a solution to a problem and focus on the best outcome for the organisation.
- Act as an ambassador for The Yard by sharing the enthusiasm and passion it represents.
- Always be warm, friendly, professional and approachable.

THE APPLICATION PROCESS

To apply

Please fill in this Google application [form](#). In the form, you will be asked to;

1. Tell us in no more than 500 words, or 3 minutes of audio/video, how you meet the criteria in the Person Specification. Note that you do not have to exclusively talk about work contexts, we value relevant experience from all areas of your life.

2. Copy and paste your up-to-date CV, either written, or as a link to a website, online document or an audio recording of no more than 2 minutes (e.g. via Sound Cloud, Drop Box, Google Drive, or any other filesharing service). *
3. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
4. Let us know if you need access support during the application process.
5. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **10am, Friday 6th May 2022**.

The Selection Process

- At least two people will read every application. It will be scored against the Person Specification criteria listed in the above section, with a focus on the essential criteria.
- The readers of the applications will then meet to decide who to invite to interview, based on the scores.
- As outlined in our Access section, we guarantee an interview to up to five Disabled candidates who score the highest against the essential criteria in the Person Specification.

The Interview Process

- We will invite shortlisted applicants to have a conversation with us. We expect the conversations to take place on **Wednesday 11th of May 2022**.
- There is no particular dress code for this, just whatever you feel most comfortable in. The interviewing team will generally wear smart casual clothes.
- We will provide the interview questions to you at least 24 hours before your interview.
- The panel is happy to interview either in person, or online.
- If you would like to join us for an interview online, we are happy for you to have your camera on or off.

- The panel of the interview will not be all-white, and we will confirm the names of the interviewers and their roles at The Yard in advance.
- The panel will have a maximum of two members on it. One of these people will be a designated note-taker, so the team can accurately reflect on interview answers when deciding who to hire.

This is a guide to the role of Operations Assistant. Responsibilities are likely to evolve with the post-holder.