



# Applying for a Job at



This information is available in other formats on request if you have a valid reason to not be able to submit online. Please get in touch with the HR Manager, Saba Spencer by calling 07584 059481 about this.

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## Introduction

We are **Contact**. Fiercely Northern but with an international outlook, we are a theatre and performing arts venue on Manchester's Oxford Road. We create and produce our own shows, host tours from some of the best theatre companies in the world and develop the next generation of artists, performers and community leaders.

We work locally, nationally and internationally to provide life-changing opportunities for the new creative leaders, artists and audiences, and put young people at the heart of everything we do.

All staff are expected to work within our core values:

A young people centred approach to decision making

Artistic excellence, integrity and creative risk taking

Respect for diversity of cultures, creativity, and understanding within and between communities

Development of new artists, audiences and practitioners reaching under served and excluded young people who may not have connected to theatre or the arts

## Applying for a Job

### Advert

When you see an advert for a job that you want to apply for, look carefully at the information about:

- Responsibilities and tasks
- Experience, knowledge and skills needed to do the work

### Information on How to Apply

We have put information on how to apply for a job on our website: [www.contactmcr.com](http://www.contactmcr.com). The recruitment application form, recruitment pack which includes job description/person specification and equality and diversity form are all a click away on the Contact website.

### Read the Recruitment Pack

We aim to give you as much detail as possible to help you apply for the job. Within this pack you will find background information and job description.

Other items will be:

- Recruitment application form
- Equality and diversity form

You should read all the documents thoroughly before you start to complete the online recruitment application form. It may also be helpful to research about Contact on our website.

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## Job Description and Person Specification

Each job that we advertise has a two-part document that shows you the tasks, responsibilities, skills and experience attached to the role.

The person specification is as important as the job description, so

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please make sure you read the document to the end.

**The Job Description:** This gives you the details of the job including which team you will be working in, who will manage you and any people you may be managing, its responsibilities and the tasks you would be carrying out. We don't expect you to have carried out all these tasks before, but we would like you to tell us about any experience you may have and your *potential* ability to carry out any tasks where you have no previous experience.

**The Person Specification:** The person specification lists the skills and experience that you need to carry out the role successfully. They are often split into two lists:

**Essential criteria** are necessary for the applicant to perform at a satisfactory level from day one of the job.

It is important to clearly demonstrate how you meet all these in your application. Consider what experience, skills and knowledge we are looking for and what you feel you can bring to the job and to Contact.

If you don't meet these criteria you won't be short-listed for an interview.

**Desirable criteria** would help you perform the job more effectively. You may not have all these, but you should show any experience, interest or knowledge that you may have.

## **We are Disability Confident Committed**

We are a Disability Confident Committed (level 1) Employer and will guarantee an interview to any applicant who has a disability (Equality Act 2010), who meets the essential criteria within the job description under person specification. On the recruitment application form you will be able to select whether you are eligible for the Disability Confident Committed scheme.

We will always ask in the application form if you have any additional requirements or access support that will assist you if you are selected for interview. These things for example may include a British Sign Language Interpreter, hearing loop, level access. It is important to

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think this through carefully as we aim to provide all you require to feel confident during the interview, if you are shortlisted.

## **Fill in the Recruitment Application Form Online**

The recruitment application form gives you the opportunity to provide the selection panel with information about your skills, knowledge, qualifications and ability to do the job. The information you give us in this form helps us to decide whether we should invite you to an interview, so it is important to answer all questions clearly and fully. Look at and use the advert, person specification and other supporting information and tell us how your skills, knowledge and experience match our needs.

You do not need to submit a covering letter as this information will be requested in the reasons for applying for the job on the recruitment application form.

Please note: if we ask for completion online of the recruitment application form you must complete this to be considered for the job. There may be vacancies where we require CV's instead of an online recruitment application form, this will be clearly marked.

## **Equality and Diversity Form**

Filling in this part of the form is voluntary, but it helps us to make sure we are reaching all communities in our advertising. It will be kept confidential and not be shown to the shortlisting or interviewing panel.

## **The Selection Process**

Your application will be treated fairly and equally. Once the deadline has closed the recruitment team will independently score each application against how closely candidates match the person specification essential criteria. The recruitment team will meet for a final shortlisting meeting to decide who will be invited to interview.

All successful candidates will be contacted over the phone and

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subsequently emailed with an official confirmation of the interview invite. Candidates who are unsuccessful will also be notified by email. Due to organisational capacity, we are only able to offer feedback to candidates who are interviewed.

## Preparing for the Interview

Make sure you are clear about the date and time and location for the interview, if you would like to clarify any arrangements then please get in touch and call the team on 01943 467766.

Be on time, the panel will be seeing a lot of people and have a tight schedule so if you are late you may miss your opportunity.

Read any instructions attached if you have been asked to prepare a task or presentation.

We don't try to catch you out at interview, our aim is to give you a positive experience and a fair opportunity to tell us why you think you should be given the job.

## Interview Day

The interviews will usually be held at Contact, Oxford Road, Manchester. However, during Covid-19 pandemic we may carry out interviews via Zoom but will advise if selected for interview.

There are usually 3 people on the management interview panel; this will include people from different departments including the person who will manage the successful applicant. Occasionally, we will ask someone from another organisation to be a panel member, but we will always introduce them at the start of the interview.

At Contact young people are at the heart of all our decision making, including recruitment of staff members. In light of this, all management posts, or posts that work with young people, will also be interviewed by a separate panel of young people who are previous or current participants to Contact. This panel has equal weight to the management panel in the selection of the successful applicants.

As part of the interview you may be asked to prepare a presentation,



participate in a workshop, be involved in a role play or complete a written task; you will be made aware of the specifics of the interview ahead of the interview day.

### **Application Queries**

Please contact the team on 01943 467766 if you have any further questions about the recruitment process or opportunities at Contact.

Good luck with your application.