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Sadler's Wells
**Organisational Development
Partner**



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Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars,

a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.



The Role

The Organisational Development Partner is a brand new role to Sadler's Wells and will be responsible for supporting and guiding organisational development and strategy in preparation for our new theatre, which will be opening in 2022, based in East London. The role will ensure that the institution is then effective over three primary sites.

They will work closely with the Artistic Director and CEO, and the Executive Director at a strategic level, and with Human Resources to deliver projects to support cultural change and development.

They will also work alongside the Executive and Management teams to support the organisation as we prepare for growth, and maximise opportunity once the new theatre is operational. They will take lead on key strategic cross-functional projects in cultural and organisational development and support and coordinate others.

The post reports to the Executive Director and works closely with the Senior Management Team.



Key Responsibilities

- Work with the Executive Team to identify transformation and organisational development opportunities and translate strategic intent into initiatives and projects. Create an integrated and transparent project plan, a road map to enable the delivery of growth.
- Lead key strategic cross-functional projects, particularly in organisational development supporting cultural change and efficiency.
- Coordinate overarching issues and activities between projects, measure impact and progress and work with stakeholders to implement communication and build confidence.
- Acts as a partner and coach for senior managers and leaders for initiatives which require change.
- Support and collaborate with the HR team in the development and delivery of a talent strategy which will inform the recruitment of additional staff, retention of others as well as succession planning.
- Empower managers to identify innovative approaches to enhance ways of working throughout the company.
- Design and deliver interventions to strengthen the organisation's understanding and ownership of its mission, vision, values, mindsets and behaviours.
- Identify, document and follow up on key management issues and factors blocking

decisions. Help drive their resolution to support efficiency and delivery of strategic objectives.

- Work closely with the Corporate Communications team to develop and deploy internal communications mechanisms and content.
- Work with, engage and build effective working relationships with a wide range of internal stakeholders.
- Support the improvement and documentation of key processes throughout the organisation to drive effectiveness, efficiency and transparent accountability

General Duties

- Ensure project and financial reporting and monitoring procedures are kept up to date and in line with best practice and audit control.
- Undertake other duties as may be reasonably required.
- Attend occasional staff meetings, training sessions and other events, which may take place outside normal working hours.
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.



Person Specification

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential requirements

- Experience of successfully managing change and organisational development projects in a growing organisation.
- Ability to demonstrate a commitment to diversity and inclusion.
- Experience of working as part of a team to lead and champion change programmes.
- Demonstrable ability to handle independently complex projects with multiple work-streams, several stakeholders and align these to a tight timeline. This experience could have been gained through experience in programme management or management consulting roles.
- Familiar with organisational principles (organisational design, governance, processes) and able to identify and drive implementation of improvement ideas. This experience might have been gained by coordinating large projects entailing organisational change or through setting-up new business ventures.
- Convincing presentation and interpersonal skills, with the ability to negotiate with a broad range of stakeholders.

- A strong empathy with Sadler's Wells' values, mission and objectives.
- Excellent problem solving skills, ability to help others organise problem solving.
- Ability to determine priorities and to set and meet objectives in light of Sadler's Wells goals.
- High-level analytical and problem solving skills.
- Ability to negotiate, influence and persuade.
- Proficient user of excel and other project management tools.



Terms and conditions

Competitive salary, based on 35 hours per week, plus an additional paid meal break each day. However, we would consider offering this role on a part time basis (or on a job share basis), to which you must specify your terms within your application (under 'supporting statement') to be considered.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers:

- Employee Assistance Programme (EAP) – Free confidential support service.
- Season Ticket Advance – Interest free loan to purchase a home to work travel ticket.
- Cycle to Work Scheme.
- Death in Service Benefit – Equivalent to twice your annual salary.
- Staff discount at Garden Court Café.
- Discounted performance tickets (subject to availability).

Making an application

A job description and person specification are included in this document. Read this carefully and if you are interested in applying for the position, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please submit your application by 11.59pm on Sunday 24 November 2019. Late applications will not be considered.

Interviews will take place week commencing Monday 2 December 2019.