

HR Co-ordinator Candidate Pack



A theatre for everyone
birmingham-rep.co.uk

the
Rep



Welcome

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site production facilities: set building, scenic art, wardrobe, props workshop, lighting, sound/AV, stage and stage management.

Producing theatre is the core of The Rep's mission and it creates up to ten productions a year of varying sizes across its stages. Many are made in co-production with other theatres and commercial producers and all Rep-led productions are built in house. Alongside in house productions, the theatre presents a programme of visiting productions. The theatre also has an impressive creative learning and talent development programme delivering opportunities for thousands of young people every year.

Under the Artistic Direction of Joe Murphy, The Rep creates artistically ambitious, world-class theatre for everyone. It commissions and produces new work that is proudly made in Birmingham, and which lies at the core of the theatre's programme. Over the last 15 years the company has produced more than 130 new plays.

Being Our HR Co-ordinator

As HR Co-ordinator you'll provide first-line HR advice and support to managers, ensuring the consistent application of policies, processes and best practice. You'll take the lead on end-to-end recruitment, co-ordinate onboarding and offboarding activities, maintain accurate employee records and HR systems, and support payroll and compliance processes. The role also involves monitoring probation periods, contracts, performance and absence management, assisting with employee relations matters, and contributing to HR projects, learning and development initiatives, and employee engagement activities. You'll help deliver an excellent employee experience while providing organisational support for senior leadership and board meetings.

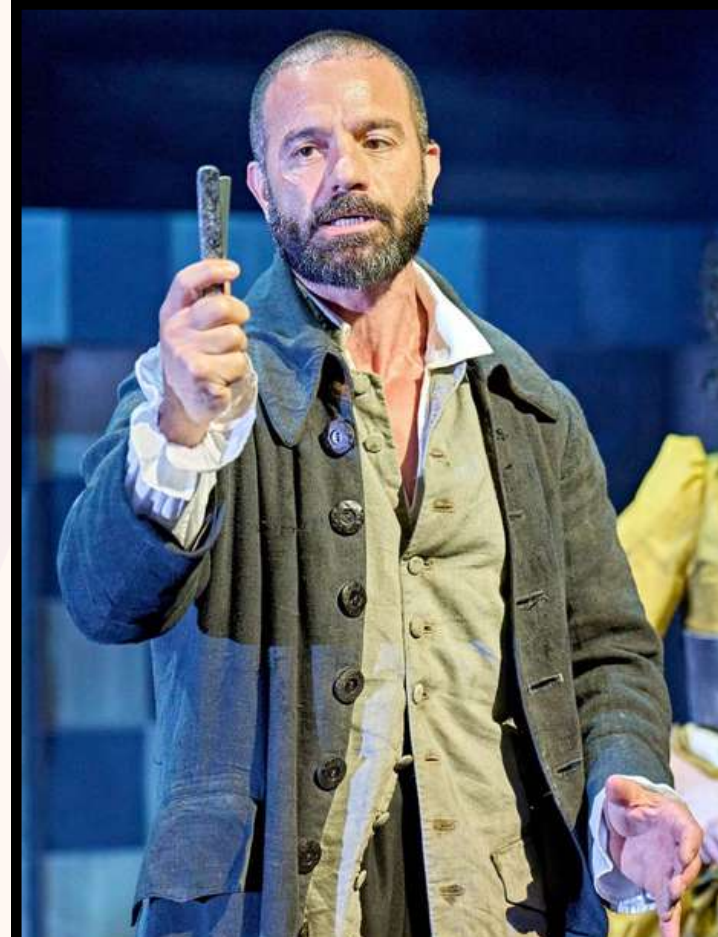
We're looking for an organised and proactive HR professional with previous HR administration experience and who either has CIPD Level 3 qualification or is working towards it. You'll have excellent attention to detail, strong communication skills and the ability to handle confidential information with discretion. A confident user of HR systems, reporting tools and Microsoft Office, particularly Excel, you'll also be comfortable creating engaging presentations using platforms such as Canva or Adobe. Experience in a fast-paced environment is essential, while knowledge of the theatre, arts or entertainment sector, familiarity with union agreements, experience managing complex contractual arrangements, and involvement in implementing new HR systems would be highly advantageous.



Your responsibilities will include;

- First line HR advisory support to line managers with regards to HR policies, processes, systems and best practice
- Maintain accurate employee records, contracts, and documentation in line with GDPR and theatre policies.
- Leading recruitment including; candidate liaison, advertising, interview co-ordination and candidate tracking.
- Support with onboarding and off boarding processes and associated administration, including delivery of organisational inductions.
- Ensure accurate and timely HR documentation, including contracts, changes, and compliance records.
- Maintain the integrity of our HR systems and contribute to data reporting and analysis.
- Track and support probation periods, contract renewals, performance and absence monitoring.
- Accurately monitor and coordinate and monthly payroll amendments and additions.
- Occasionally support as appropriate at first stage formal and informal discussions including investigations, grievances, conduct and absence management.
- Administrative support with regards to policy production, HR projects and engagement initiatives.
- Administrative and monitoring support of the Rep's L&D activities.
- Be a positive advocate of the People Team and the Rep.
- Organisational and preparation support for board meetings.

If this could be you and you would like further information about the role, further details are in the [Job Profile](#).



GDPR personal data notice

By applying, you consent to the secure processing of your personal data for recruitment purposes, in line with GDPR. We will store your information securely and used solely for evaluating your suitability for current and future roles. For full details, please see The Rep's Privacy Policy on our website.

Diversity Monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

Safeguarding

The Rep is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We foster a culture where all staff and volunteers are expected to report concerns regarding vulnerable individuals or the conduct of colleagues and others they encounter. As part of our safer recruitment practices, the suitability of all prospective employees and volunteers is thoroughly assessed. Roles involving regulated activity will require an Enhanced DBS check.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



Top: The Battle, 2026 Photograph credit: Helen Murray
Bottom: Little Red Riding Hood, 2023 Photograph credit: Graeme Braidwood



Your Birmingham Rep

The Rep is a Disability Confident Employer and we participate in the 'Offer an Interview' scheme. This means we will offer an interview to anyone who is D/deaf or has a disability for the post who meets the minimum criteria.

By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification. If you would like to apply under this scheme please select this option on our application portal.



Top: A Thousand Splendid Suns, 2025 Photograph credit: Ellie Kurttz

Bottom: Sherlock Holmes and the 12 Days of Christmas, 2025 Photograph credit: Pete Le May



There's no such thing as perfection

At the Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We have experience in supporting individuals to Access to Work requests and encourage any and all staff who may benefit from the scheme to use it. We will always try to make the adjustments needed so that you can perform to the best of your ability and professionally thrive in a supportive and engaging environment. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.