

LEEDS
PLAY
HOUSE



Photography by Anthony Robling

WE'RE RECRUITING

Fundraising Volunteer
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7232 or recruitment@leedsplayhouse.org.uk



Photography by Anthony Robling

Who are we?

At Leeds Playhouse we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories; to experience world class theatre that is pioneering and relevant and to develop strong relationships.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, and people are at the heart of everything we do.

Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online. Alongside this our sector-leading Playhouse Connect team works with around 12,000 people aged 0 – 95 every year, using theatre to open up possibilities, and our Artistic Development programme Furnace nurtures and supports hundreds of locally rooted artists across all career stages.



Photography by Nick Singleton

Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to initiate Relaxed and Dementia Friendly performances and become a Theatre of Sanctuary for refugees and people seeking asylum. A key aim of our award-winning £ 16m redevelopment of our building was to make our theatre much more accessible.

And whilst we're incredibly serious about what we do, we provide a relatively informal, plus warm and friendly environment.

This short film will help you understand what we're all about:

youtu.be/AT98G3fWhvQ

Or check out our X account @LeedsPlayhouse and mission and vision at leedsplayhouse.org.uk/about-us/who-we-are/



Photography by David Lindsay

Who we're looking for

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply. Together we're working on a Plan for Change to ensure our Playhouse is an anti-racist organisation that is welcoming to everyone.

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views, in particular, ensuring that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the skills, experience and values for the role they're applying for.

Applying for this post

To apply for this post please complete the **online application form** and **diversity and inclusion monitoring form** which can be found on the job opportunities page, under the role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

Once we have your application form, one of the Fundraising and Development team will give you a quick call to talk about this opportunity, and your interest and suitability for the role.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

Guidance:

Please read the role summary and person specification carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

We are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

Role Summary

The festive season is almost upon us, and we need your help to make it a season of creative giving and goodwill! We're looking for dedicated volunteers to support our **Christmas Appeal Bucket Collection** here at Leeds Playhouse throughout the entire run of our Christmas shows 'The Lion, The Witch and The Wardrobe' and 'Mr Snow'.

Why Volunteer?

- **Make a Difference:** Help raise vital funds for Leeds Playhouse, ensuring we can continue our pioneering work on and off the stage - to make the theatre more accessible to everyone. Our sector-leading Playhouse Connect team works with over 12,000 people every year, building, running and sustaining projects that reach out to everyone from refugee communities to young people and students, older people and people with learning disabilities.
- **Flexible Shifts:** A volunteer role that you can fit around other commitments. Whether you can volunteer for one show or several, your time will help us reach our fundraising goals.
- **Join a Community:** Be part of a team of like-minded individuals, all working together to ensure we can continue creating world class, relevant and compelling theatre, reaching out into our community and transforming people's lives by the power and vitality of our work.
- **Exclusive Thank You Event:** As a token of our appreciation, all volunteers will be invited to a special thank you event at the end of the campaign.

Main duties and responsibilities

The main duties and responsibilities of the role are:

- To represent Leeds Playhouse with professionalism, enthusiasm, and a positive attitude, working to the standards of service and collaboration expected of Leeds Playhouse volunteers.
- To work as part of a team with other Fundraising Volunteers, Front of House Attendants and Duty Manager.
- Stand at designated areas within the theatre to collect donations in buckets from audiences.
- Handling cash donations securely and in line with Leeds Playhouse Donation Handling Procedure.
- Be supervised and supported by our Duty Managers (and other relevant Playhouse managers).

Person specification

Essentials:

- **Communication Skills:** Confident and clear in interacting with the public, able to convey enthusiasm and information about Leeds Playhouse and our work on and off the stage effectively.
- **Reliability:** Punctual and committed to the shifts you sign up for, with the ability to follow instructions and work independently. Ability to work evenings and weekends. Willing and able to be supervised.

- **Interpersonal Skills:** Friendly, approachable, and able to create a positive atmosphere for audiences.
- **Teamwork:** Enjoys working with others towards a common goal and can cooperate well within a team setting.
- **Integrity:** Honest and trustworthy, particularly when handling donations and a commitment to Leeds Playhouse equity, diversity and inclusion policies.

Desirable:

- **Previous Experience:** Whilst no experience is necessary, prior involvement in fundraising or customer-facing roles is beneficial.

Benefits of the role

- Be a part of a magical and festive environment.
- Gain experience in fundraising and public engagement.
- Meet new people and work as part of a team.
- Make a tangible difference - supporting Leeds Playhouse vision and charitable goals - to be a vital theatre, a great artistic beacon for the North, rooted in our communities. Creating exceptional art and making theater more accessible for everyone.
- Invitation to a special thank you event after the campaign.

Key statements

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Find out more

To find out more please contact **Anna Murphy – Head of Development**

Call 0113 213 7256 or email anna.murphy@leedsplayhouse.org.uk