

# HR ADMINISTRATION ASSISTANT

## Application Pack



REACH  
BEYOND  
THE  
ORDINARY



# HELLO FROM THE EXECUTIVE TEAM



Hi there,

We know what it feels like to be where you are: reading an application pack, full of excitement and nerves about what could be, trying to imagine yourself in a new place, in a new job, working with new people.

Natalie has been at Northern Stage since November 2020, moving cities and jobs in the middle of a pandemic to take up her post. Our newly appointed Chief Executive is Michael Slavin, bringing with him a wealth of experience in theatre leadership, commercial operations and hospitality. Michael's arrival signals a new leadership structure, with the creation of his role to work in close partnership with Natalie. Together, they will steer the organisation through its next stage of development, strengthening its role as a beacon for creativity, community and cultural life in the North East.

We work with a company of brilliant people, some of whom know Northern Stage inside out, and others who are just starting to put down roots. They're all passionate about what we do and together are one of the friendliest teams in theatre.

You'll be joining Northern Stage at an exciting time. We have a refreshed strategy that reflects who we are and how we can be of true service to the audiences and communities of the North East.

So take the leap. Come on the ride with us. We can't wait to meet you.

**Michael Slavin**  
Chief Executive

**Natalie Ibu**  
Artistic Director



## GET TO KNOW US



Northern Stage is the largest producing theatre in the North East of England, at the heart of a rich and diverse creative community stretching from Tweed to Tyne and Tees. We support artists, writers, makers, young people and communities, digital creators and businesses who exist for more than just profit.

Based in the heart of Newcastle Upon Tyne on the edge of Newcastle University's city centre campus, we have three stages that enable us to work with an ever-expanding network of artists to share the most entertaining, surprising and imaginative stories from around the world. Our passion for developing northern talent is key to what makes Northern Stage an inspirational and creative place where everyone is welcome.

# THE ROLE

## HR ADMINISTRATION ASSISTANT

**Responsible to:**

HR Advisor

**Purpose of the role:**

We are looking for a proactive and organised HR Administration Assistant to join our team. In this role, you will support the HR Advisor with day-to-day administrative tasks, maintain accurate employee records, assist with recruitment and onboarding, and help ensure smooth HR operations across the organisation. This is an excellent opportunity for someone who enjoys working with people, thrives in a fast-paced environment, and wants to grow their HR career.

In addition, the position carries duties including high-level administration and organisational support to the chief executive and the Board of Trustees, enabling effective decision-making and efficient workflow. Key responsibilities include managing complex calendars, and accurately recording minutes of meetings.



# KEY RESPONSIBILITIES



## **HR Administration & Record-Keeping**

- Maintain accurate employee records
- Ensure HR databases and filing systems are up-to-date
- Assist with processing contracts, offer letters, and amendments
- Provide general administrative assistance to the HR Advisor as required
- Support HR projects and training sessions
- Prepare and organise briefing materials, reports, and presentations

## **Recruitment & Onboarding Support**

- Assist with job postings and application tracking
- Schedule interviews and liaise with candidates
- Prepare onboarding documentation and induction materials
- Support new starter processes, including contract preparation and induction scheduling

## **Employee Relations Support**

- Respond to routine employee enquiries regarding policies and benefits
- Support employee engagement initiatives
- Assist in tracking leave, sickness, and other absences

## **Compliance & Reporting**

- Assist with HR reporting and metrics (e.g., headcount, turnover, absence)

## **Meeting & Project Coordination**

- Provide executive support to the Chief Executive and Board as required, specifically scheduling board and board sub-group meetings
- Attend and coordinate executive meetings (including Board meetings, sub-committees, staff working groups and company meetings) and record minutes
- Arrange internal and external meetings, keeping relevant event management tools up to date, and preparing papers, rooms, and hospitality
- Support special projects and strategic initiatives

# PERSON SPECIFICATION



## Qualifications & Experience

- Previous experience in HR administration or related administrative role.
- Possessing or working towards relevant HR qualifications CIPD Level 3 is desirable.

## Skills & Competencies

- Strong organisational and administrative skills.
- Excellent attention to detail and accuracy.
- Confident communication skills, both written and verbal.
- Ability to handle confidential information with discretion.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and HR software.
- Ability to multitask, prioritise work, and meet deadlines.



# TERMS & CONDITIONS



## **SALARY**

FTE £26.5k (part time role)

## **CONTRACT TYPE**

Part time, permanent

## **WORKING HOURS**

18.5 hrs per week (2.5 days a week equivalent), some occasional evening or weekend work may be required.

## **LOCATION**

Northern Stage, Barras Bridge, Newcastle NE1 7RH

## **PENSION**

Northern Stage operates a contributory pension scheme (employee 5% / employer 3%)

## **HOLIDAYS**

28 days per year including bank holidays, rising 1 day per year of continuous service up to a maximum of 33 days. Plus the option to buy additional days.

## **OTHER BENEFITS**

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Employee Assistance Programme which includes online and face-to-face counselling
- Flu Jab
- Free Eye Test
- Holiday Buy
- Enhanced Maternity/Paternity Leave



# HOW TO APPLY



Please send a copy of your CV and an A4 cover letter, outlining your interest in this role and what skills and experience you would bring to Northern Stage.

Along with completing your CV please also complete this form: [Equality Monitoring HR Administration Assistant](#).

**Please send your application by email to [hr@northernstage.co.uk](mailto:hr@northernstage.co.uk)**  
(Email subject - HR Admin Assistant)

Alternatively, you can apply by sending a short video or audio file, telling us about you and your experience.

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently underrepresented in our industry.

Receipt of your application will be confirmed by email.

**Deadline for applications: 12noon, Wed 1 Apr**  
**Interviews: Mon 13 Apr**



# LIFE AT NORTHERN STAGE



Pictured: Northern Stage staff at Company Day, our yearly staff day out

Northern Stage is made up of people from all walks of life, who are passionate about delivering the best possible experience for our visitors.

Our flexible working policies mean that staff can balance work and life to avoid burnout and prioritise wellbeing.

Many of our roles can be worked via a hybrid model, meaning we all have the opportunity to connect with colleagues in the building on office days, and those who wish to can work from home when required.

We're big on chat at Northern Stage and encourage staff to attend weekly Tea Thursdays in our Café Bar for a chance to take a pause and catch up with friends across departments.

Our recently created book club Northern Page meets once a month to engage in lively discussion about books from all kinds of genres over a cuppa and a slice of cake.

We understand the importance of CPD and encourage staff to keep learning. For example, our communications team enjoy weekly Marketing 101 sessions to keep up to date on best practice and brainstorm new ideas to keep our audiences coming back.

# OUR WORK



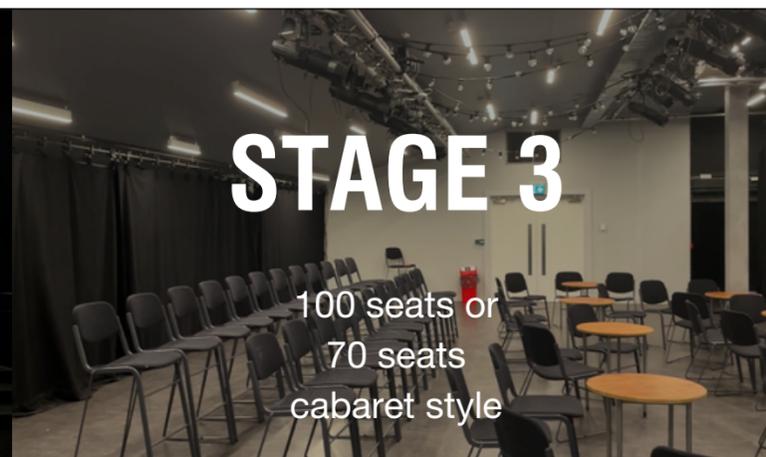
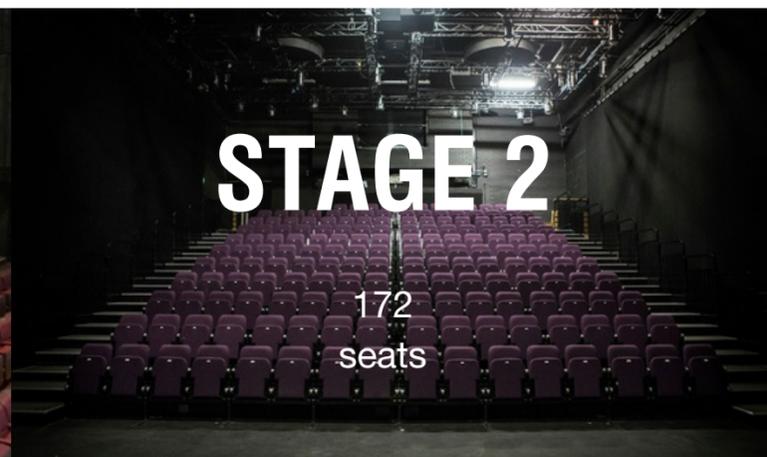
Our performance programme is a curated mix of self-produced and presented work from visiting theatre companies.

Each year we produce or co-produce four to six shows, including the annual Christmas production for over 5s in the 'Epic Space' of Stages 1 & 2 together. We work with partners at all scales, from independent theatre companies through to large-scale commercial producers, and tour our work across the UK.

We have a strong history of artistically excellent productions and a reputation for bold, visual shows which capture the imaginations of our audiences. These range from Red Ellen to The White Card and the global success of The Last Ship. Alongside these productions, we deliver a diverse programme of visiting work from companies including ETT, Rifco, National Theatre of Scotland, Northern Ballet, Gecko, Theatre Ad Infinitum, MILK Presents and Deafinitely Theatre.

Increasingly, we are working in association with smaller and independent artists to put the resources of Northern Stage into the support of new work, enabling those artists to leverage additional funds, partners and profile.

# SOME OF THE FACTS



Stage 1 and 2 can combine to create our 600 seat in the round epic space!

Our annual turnover is

**£4 MILLION**

In 2025 we produced/ co produced **4** productions and hosted **40** productions from touring companies

Recently, we have been nominated for **15** awards and we won **7** of them  
Trustee Board of the Year at the North East Charity Awards; Excellence in Touring for I, Daniel Blake at the UK Theatre Awards ; Best Family Arts Activity for Best Summer Ever at the Fantastic for Families Awards; Most Inspiring Employer (small business) at the North East Chamber of Commerce's Inspiring Female Awards ; Best Performing Arts Theatre 2023 at the Northern Enterprise Awards; Performing Artist of the Year, David Nellist in I, Daniel Blake at the North East Culture Awards ; Writer of the Year, Dave Johns for I, Daniel Blake at the North East Culture Awards.

# PARTICIPATION

# SOME OF THE FACTS

We believe that everyone is entitled to the transformative impact theatre can bring. So learning, engagement and co-creation are central to our work. Current initiatives include:

## TECHNICAL SKILLS

We're addressing the skills shortage in technical professions through a range of programmes, from work experience and a weekly tech club for young people, to collaboration with Newcastle College to deliver skills bootcamps for adults.

## YOUNG PEOPLE

Our young people's programmes enable young people to learn about the many creative and backstage roles involved in theatre making.

## BYKER

This famous inner-city area of Newcastle is home to our rehearsal studios at Raby Street. Our rehearsal presence in Byker has been a catalyst to a more embedded programme of activity in the local community.



A strong belief in inclusion, equality, tolerance and respect shapes the way that Northern Stage works - it's non-negotiable.

Through all strands of activity, we want to make work that is popular, accessible, politically relevant and culturally diverse. Across our annual season we try to create a balanced programme that is innovative, inspirational and financially sustainable.

We are committed to gender balanced, inclusive and diverse casting and work proactively to ensure representation both on and off stage.

## MOST INSPIRING EMPLOYER, NORTH EAST CHAMBER OF COMMERCE INSPIRING FEMALES AWARDS

In 2023, Northern Stage won the Most Inspiring Employer Award, recognising our person-centred, family-friendly work policies. We believe in creating a culture and environment that recognises the pressures on life beyond work, and supporting people to help manage them - regardless of gender.

# OUR VISION AND STRATEGY



## OUR MISSION, VISION & VALUES

### MISSION

Our mission is to be a theatre that welcomes everyone. We make and present contemporary theatre, live performance and creative programmes that spark connections, provoke curiosity and joy and explore new ways of seeing the world.

### VISION

Our vision is for Northern Stage to be a leading force in making the North East a great place to create, watch and take part in theatre.

We will be informed and transformed by a dynamic and diverse community of theatre-makers, audiences, participants and collaborators who will have more opportunities to shape and participate in the cultural life of our city and our region.

Together our work will enrich the cultural life of the North East, celebrating difference, advancing inclusion, strengthening communities, and using theatre as a force for positive change in the world.

### VALUES

We work with energy, passion and optimism because we believe theatre has the power to bring people together in extraordinary ways to imagine, explore and shape the future collaboratively.

We act with care and integrity and listen to the people we work with and serve, building relationships grounded in trust and honesty, learning from our experiences, and celebrating differences.

We are serious about inclusion and will question ourselves on our decisions, systems and processes and take action to advance our work with people who have been under-represented too often and for too long.

# NEWCASTLE AND THE NORTH EAST



Newcastle upon Tyne is regularly hailed as one of the best and most popular cities in the UK. It's partly due to the city's compactness, which makes it large enough to be vibrant and exciting whilst small enough to feel like home.

Famous for its nightlife, sport and the warmth and generous spirit of its communities, Newcastle has two universities and a stunning Georgian city centre. It is the gateway to Northumberland and some of the most beautiful countryside in England, while the beaches of North and South Tyneside are only a 15 minute drive or 30 minute metro journey from the city centre.

Over the last 25 years the city has developed a remarkable cultural sector, heralded by Anthony Gormley's Angel of

the North and spearheaded by a series of major capital projects that created iconic new cultural spaces like The Glasshouse International Centre for Music and BALTIC Art Gallery, as well as refurbished and extended existing assets such as Live Theatre, Dance City, Tyneside Cinema and Northern Stage itself.

Today the city has a vibrant creative ecology across all art forms. Northern Stage is a core member of Newcastle Gateshead Cultural Venues (NGCV), a consortium of ten cultural organisations, operating 22 venues across visual arts, performing arts, music, dance, film, writing and literature, heritage, science archives and museums in Tyne and Wear.





# THANK YOU

We look forward to receiving your application



**NORTHERN  
STAGE**