

MARLOWE THEATRE

Job Description

POST DETAILS

Organisation	The Marlowe Theatre Trust Ltd
Job title	HR Advisor (Fixed Term 12 months)
Reports to	HR Manager
Grade	J

JOB PURPOSE

Provide day to day HR advisory and casework support to SMT and management across the business needs of the Marlowe Theatre, ensuring a timely, confidential and compliant service.

PRINCIPLE ACCOUNTABILITIES

- In HR Manager's absence, advise SMT and managers on HR, recruitment and culture matters with in-meeting advice and practical support.
- Advise and coach SMT and managers through complex and sensitive people issues such as wellbeing, mental health, neurodiversity, and investigations.
- In presentations, training and in conversations ensure staff understand the benefits and work required to deliver the Marlowe's commitments and the people plan.
- Oversee the administration of pay, allowances, benefits and contracts following issue resolution.
- Support the HR Team and wider Administrative Team with events and meetings as required on an ad-hoc basis, including preparing reports or slides, the taking of minutes or preparing minutes from a transcript.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES	
Required Qualities	We actively seek to represent the diversity of our society. Our Values SUPPORTIVE & COLLABORATIVE Working together with kindness, compassion and mutual understanding. AUTHENTIC & INCLUSIVE Diversity is our strength and we thrive through truth and connection. CREATIVE & AMBITIOUS We embrace opportunity with imagination and purpose To live our values, our HR Advisor should be: • A people person with strong interpersonal skills • Able to work confidentially • Organised with an eye for detail
Knowledge	• Strong knowledge of HR legislation and administrative practices • Good knowledge UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025
Skills	• Strong interpersonal skills; listening, empathy, feedback • Good written communication skills • Good IT skills • Ability to work effectively with numbers • Able to ask questions to define task requirements or issues
Experience	• Strong people management or HR advisory experience; desirable mediation, wellbeing and wellness recovery action plans • Good previous administrative experience, ideally using HR Information Systems
Qualifications	• The Marlowe Theatre values education and in this role good numeracy and literacy skills will be required, but a qualification is not. • CIPD Membership and CIPD Level 3-7 qualification • MHFAer or equivalent training/experience

JOB DIMENSIONS	
Annual budgetary amounts	N/A
Number of staff reporting to the job holder	Direct Reports – 0 Indirect Reports – 0

Any other relevant statistics/information

DBS Basic – depending on tasks may need Enhanced with barring

This is a fixed term employment for 12 months

Part Time – some WFH – 15 hrs p/w

WORKING ENVIRONMENT

The Marlowe Theatre is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe Theatre's performances happen mostly in the evenings and at weekends. To deliver the best service to our customers, all our posts, whether frontline, strategic, or support roles, require some evening and weekend working.

ORGANISATION CHART

See attached

Oct 26