



## **Employee pack**

### **Working hours and location**

Orchestras Live operates on the basis of 35 hours of working time per week, generally Monday to Friday between 9 am and 5.30 pm, with breaks to be taken as staff choose.

Your working location is flexible: Home-based, office (we have office space for hot-desking in Leeds and London) or hybrid.

We understand that people have different home responsibilities and aim to respond flexibly when you have to meet urgent or unavoidable family or personal demands. In addition to statutory leave, we have enhanced policies for Maternity, Paternity and Adoptive leave. Our Compassionate Leave policy also reflects a flexible approach and commitment to supporting employees in practical and reasonable ways.

### **Working culture**

Everyone has a voice at Orchestras Live and we're keen to hear your ideas and views about our work and the factors that influence our priorities.

As a dispersed team, we're keen to support easy communications and to ensure that no-one feels isolated working from home or on their own in a hot-desking environment.

- We use Teams for social chat, news alerts and informal one-to-ones, as well as twice-weekly informal coffee or tea-time breaks.
- We use Zoom for our weekly Team meetings, a focused session when everyone has a chance to update colleagues on current focus and news. We also share information about the sector, training or networking opportunities and upcoming events.

Everyone attends a minimum number of Team days either in Leeds or London (travel expenses paid for home workers). We make the most of our time together, with focused discussion, topic led meetings and a chance to socialise when and where possible.

We have two annual Awaydays per year, which everyone attends.

We aim for a healthy and respectful email culture. We recommend messages and replies should be delivered between 08.30 and 18.00. If your circumstances make it preferable to check emails out of hours or at the weekend, you can schedule your messages between those times. You can also add a disclaimer re out of hours messages to your signature.

## **Health and Wellbeing**

The mental and physical wellbeing of our staff matters enormously to Orchestras Live. We know that self-care is essential for resilience and we want to help you to balance work and your personal life in ways that benefit everyone

We have a mental health first aider whom you can contact for advice whenever you need it.

Staff wellbeing is a regular topic at Awaydays and these discussions help us identify things we can put in place to support you, individually and as a team.

We will check in with you on your wellbeing at least twice a year, at appraisal conversations. We also conduct an annual Staff Wellbeing survey to help us understand wellbeing issues across the staff team.

Working from home can be intense and we encourage everyone to take time away from the desk to break up screen time, take exercise, get fresh air. Just let your colleagues know on Teams if you'll be away from the desk for a specific period of time.

It's important to make space for reflection and creative thinking. Everyone is entitled to two half or one full Blue Sky day per year so you can take the opportunity to do something stimulating or creative in work time, such as visiting an exhibition, crafting, volunteering.

Some of our team members are trustees on other charities and we're flexible about taking reasonable time out of the working day for associated meetings.

Our policies relating to Equal Opportunities and discrimination, Inclusion, Harassment, Menopause and Neurodiversity protect the inclusive culture that we foster in our workplace.

We pride ourselves on affording equal respect to every member of the team and this is reflected in our Disciplinary, Grievance and 'whistleblowing' procedures, for the rare occasions when a formal process is required.

## **Home working**

We supply home workers with a laptop and printer (if required). Home workers also receive a one-off payment of up to £500 including VAT (pro rata for part time staff) to buy necessary office furniture and equipment. After five-year period up to £200 including VAT is available for replacements.

We'll give you advice on creating a safe work environment and setting up a workstation, along with a risk assessment. We'll also provide all home workers with a first aid box and smoke alarm, if requested.

Orchestras Live has a Home Working Policy which gives full details of these points and more in relation to working from home.

## **Holidays**

All employees start with 25 days annual leave per year (pro rata for part time employees) in addition to Bank Holidays. Additional leave can be earned through length of service to a maximum of 30 days (+ bank holidays).

We shut down between Christmas and New Year, with additional days off if you are on the lowest holiday entitlement.

You can carry a maximum of 5 days (pro rata for part time employees) into the next holiday year, to be used within one month, with the Chief Executive's approval.

Due to the nature of our work, staff are sometimes required to work outside of office hours, particularly when attending projects or events. If you've had to work in the evening or at the weekend, you are entitled to take Time Off In Lieu (TOIL). You should agree the date with the Chief Executive, as close as possible to the hours worked, and not storing up TOIL for a bank of time.

## **Staff Development**

We strive to give colleagues the opportunities to learn and develop whilst working for Orchestras Live.

At your twice-yearly appraisal conversations we'll discuss your professional development, career goals and any specific skills development that would be beneficial.

Opportunities offered can include formal training, joining sector networks and events, attending conferences and peer learning through others on the team.

We have a central budget for staff training which we use as effectively as possible for everyone's benefit.

We conduct an annual Staff Development survey to inform the organisation's plans for Staff Development.

## **Pay**

Orchestras Live is an accredited Living Wage Foundation employer, ensuring that no employee receives less than the real living wage.

Staff pay is reviewed annually by the Remuneration Committee.

Expenses are reimbursed monthly. However, claims may be made immediately for significant sums, to ease personal monthly cashflow.

Salary sacrifice is offered as a tax efficient way to pay pension contributions, childcare costs, cycle to work.

Permanent staff are enrolled in the Essex Pension Scheme, part of the LGPS.