



# Arts Council Recruitment and Workforce Development Toolkit

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2019

In association with

**the clear company**

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# 1. Introduction

The Arts Council Recruitment and Workforce Development Toolkit is an online platform that goes way beyond a library of information online.

The Arts Council Recruitment and Workforce Development Toolkit takes you on a journey of discovery, guiding your organisation intuitively towards more inclusive processes. The Toolkit provides best practice downloadable resources, templates and guidance, such as: advertising a job and job descriptions, reasonable adjustments and Access to Work, managing employee and workplace stress, conducting board skills audits and much more.



The Arts Council Recruitment and Workforce Development Toolkit also offers practical things to do to help you and your organisation achieve best practice in four key areas:

1. Boards and Leadership
2. Recruitment – Attracting
3. Recruitment – Selecting
4. Retention – Workplace Practices

## 2. Getting started

If you are interested in accessing the Arts Council Recruitment and Workforce Development Toolkit, which is developed and run by the Clear Company, you will need to set up an account. To set up an account please send your business email address to: [ACE@theclearcompany.co.uk](mailto:ACE@theclearcompany.co.uk)

You will then be sent an activation email with information about how to login for the first time. You can also access the login page via the Arts Council website here: <https://www.artscouncil.org.uk/recruitment-and-workforce-development-toolkit>

### 2.1 Activating your account

How to activate your account in 5 easy steps:

1. Once we receive your email, you will be invited via email by the Clear Company to set up an account with the Arts Council Recruitment and Workforce Development Toolkit.
2. Select the 'Activate Account' button or follow the link below it.
3. This will bring you to a screen where you will have to create your own password [if you have not been sent a pre-made password].
4. The final step to activating your account is to provide consent.
5. After this you will be able to create your profile, edit your details, add users and explore the Arts Council Recruitment and Workforce Development Toolkit.

### 3. Accessibility

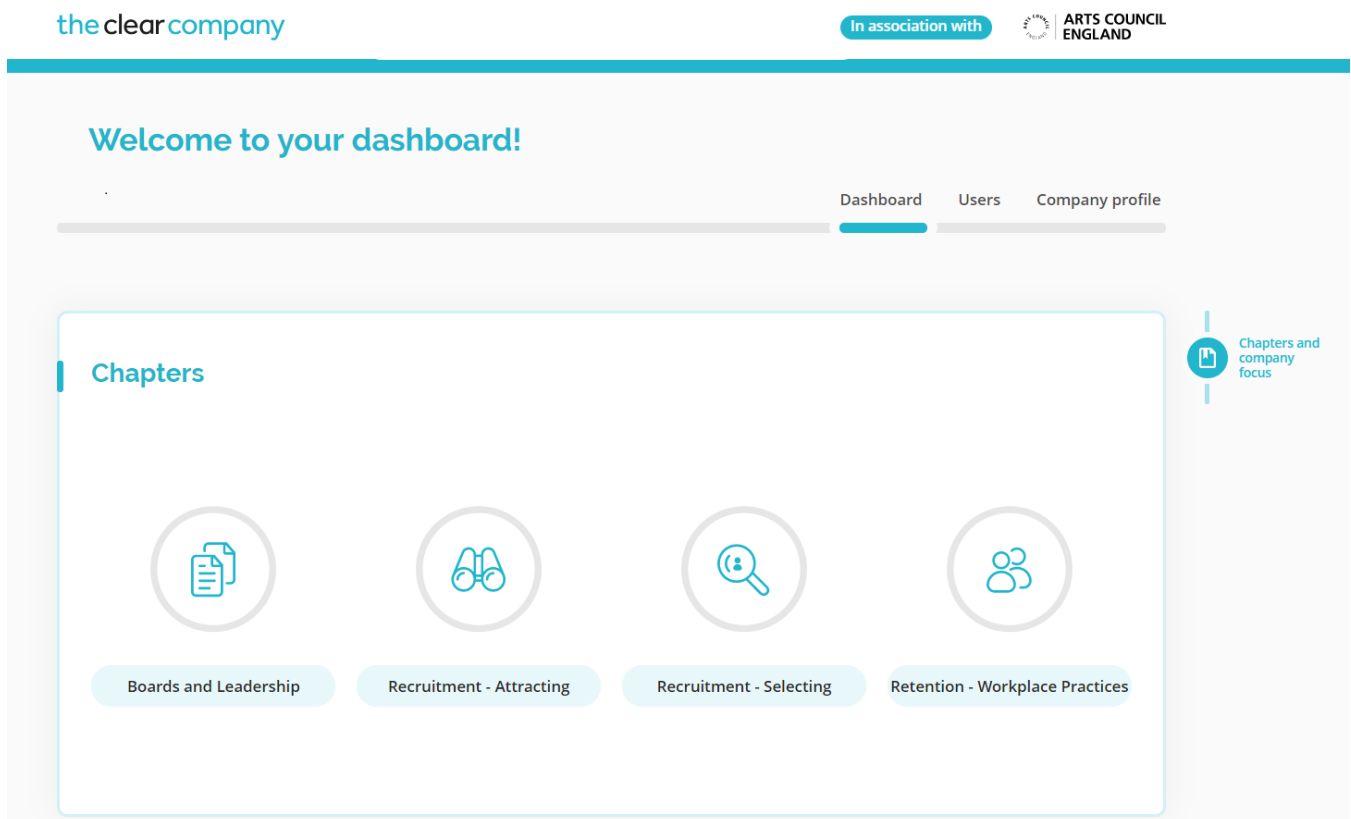
To ensure the Arts Council Recruitment and Workforce Development Toolkit is fully accessible for all, users have the option to change the font size to three different sizes; they can change the way their screen layout is viewed between normal screen view, high contrast view and a dyslexia-friendly view; and images are developed to achieve the AA Standard. Additionally, the Toolkit uses ReciteMe software, which can be accessed by clicking on the accessibility icon on the login page.

If you require any further adjustments or have any further feedback please contact The Clear Company directly at: [support@clearassured.co.uk](mailto:support@clearassured.co.uk) or 01925 407400

## 4. Using the Arts Council Recruitment and Workforce Development Toolkit

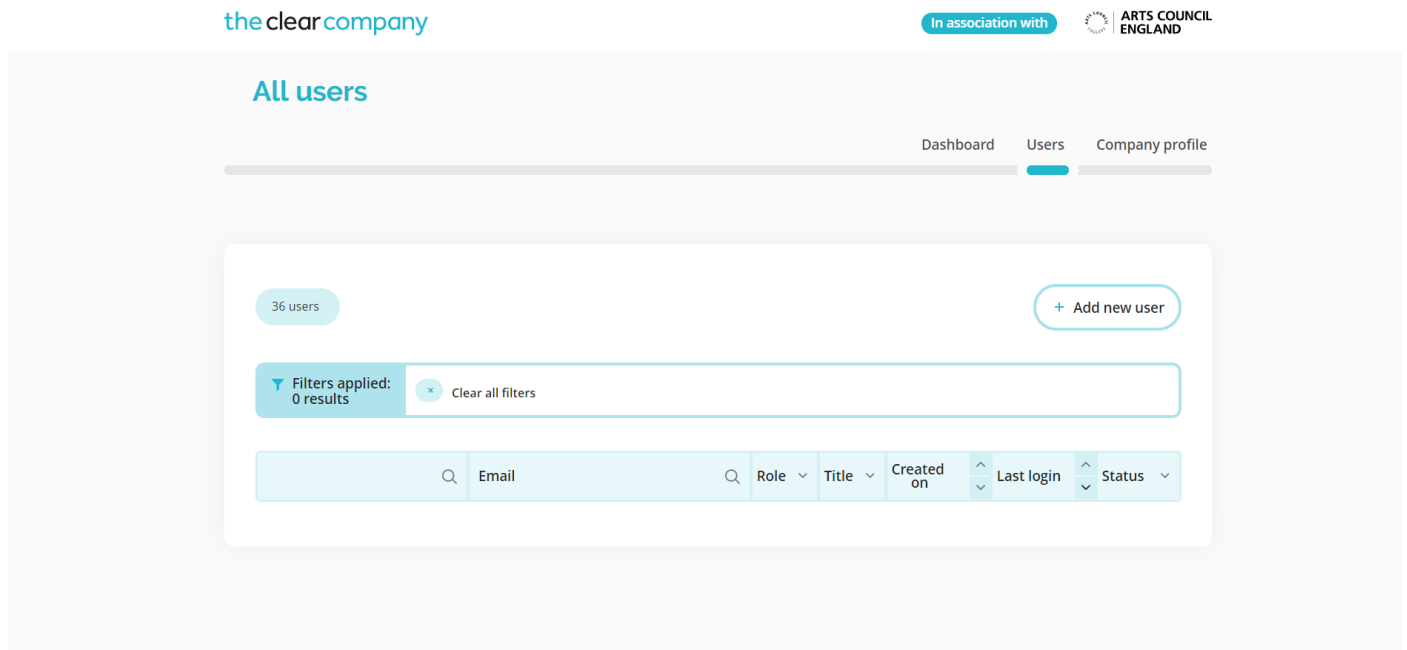
### 4.1 The four chapters

Every article on the Arts Council Recruitment and Workforce Development Toolkit links to one of the four chapters: Boards and Leadership; Recruitment – Attracting; Recruitment – Selecting; and Retention – Workplace Practices. Each article has a clear description of best-practice in the area and downloadable content for you to use, consider and share. The four chapters act as the key pillars to help across the various stages of recruitment. Your dashboard will always display the four chapters, which you can click on and explore further:

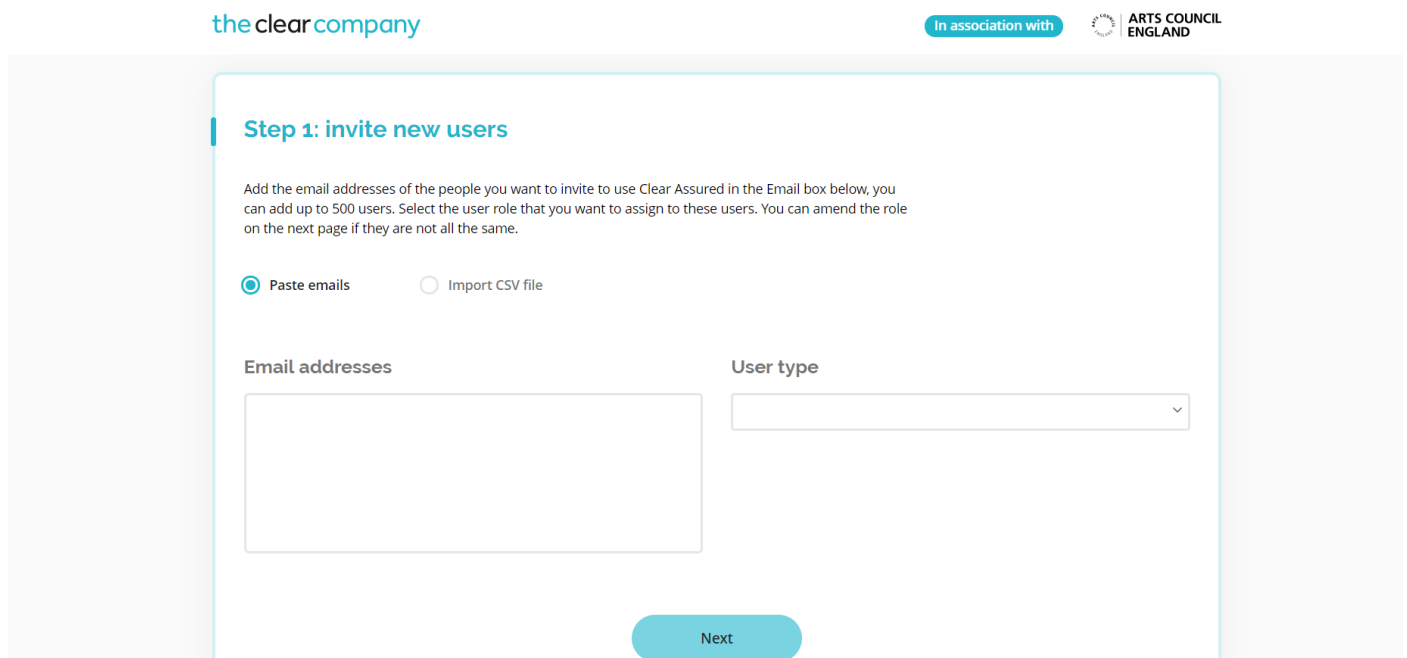


## 4.2 Adding Users

If you are registered as a Toolkit Admin, you will be able to invite users who have a domain-approved email. Simply select the 'Users' section on the Arts Council Recruitment and Workforce Development Toolkit menu and click on 'Add new user':



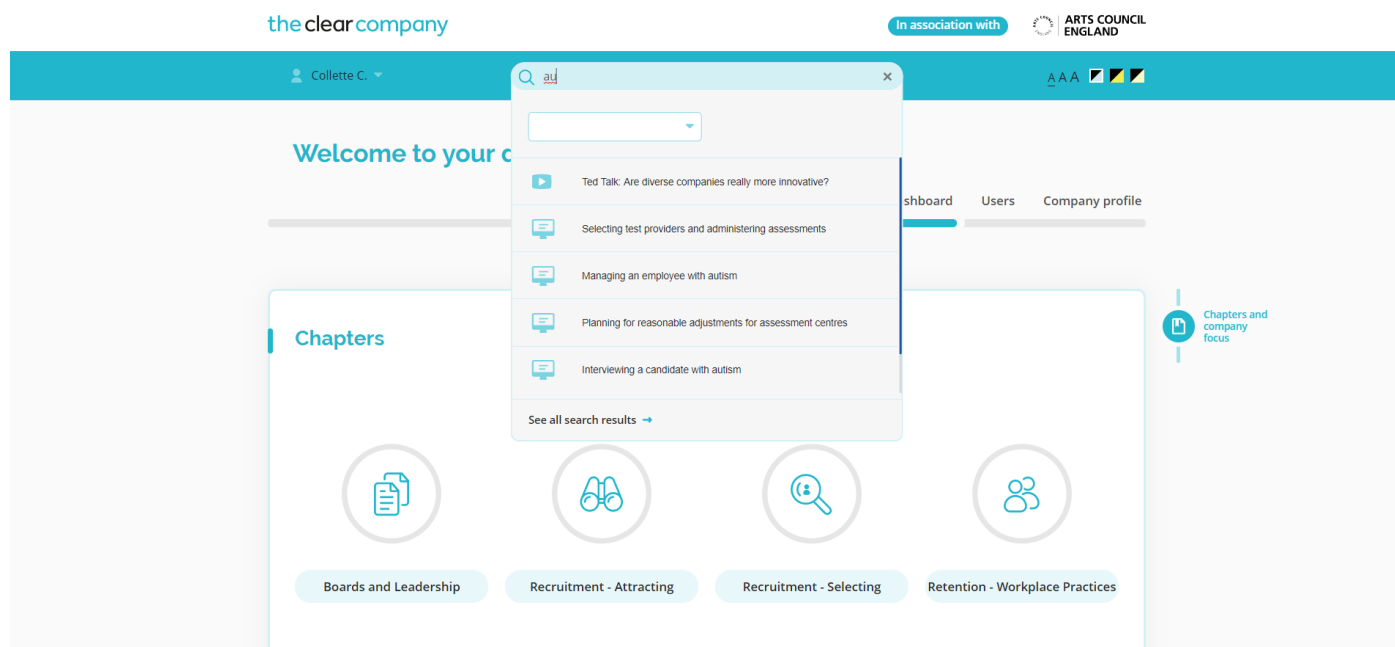
The screen below will appear. You have the option to add multiple users at once:



**Each invitation link will be valid for 30 days, after this period the invitation link will expire and invitees who do not activate their account within the 30-day period, will need to be re-invited.**

## 4.3 The Search Bar

Every user will be able to search for specific content using the dropdown search bar on the Arts Council Recruitment and Workforce Development Toolkit (as shown below). From job descriptions to shortlisting candidates, there is a wide variety of content available. Additionally, the Arts Council Recruitment and Workforce Development Toolkit can give you access to templates, videos and case studies specific to the arts and culture sector to help you on your diversity and inclusion journey.



## 4.4 Where to start?

The Arts Council Recruitment and Workforce Development Toolkit is full of useful templates, case studies and best practice guidance. We recommend the following articles as a great place to start your diversity and inclusion journey:

1. Advertising a job
2. Job descriptions and person specifications
3. Inclusive language and tone
4. Recruiting transferable skills
5. Using your website to attract diverse candidates
6. Evidence based interviews
7. Shortlisting for interviews or assessments
8. Design inclusive work spaces

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## 5. FAQs

Q. Where do I go for technical support?

A. If you require technical support, please contact [Support@ClearAssured.co.uk](mailto:Support@ClearAssured.co.uk) and a member of our technical support team will be on hand to help.

Q. Is it simple to add other users?

A. Yes, it is quick and simple. As a Toolkit administrator you have the capability to invite new users who have an approved email domain. Remind invitees that they will have 30 days to activate their account using the link you have provided them.

Q. How can I see all the content available on the site?

A. The content in the Arts Council Recruitment and Workforce Development Toolkit is split into four chapters, you can click on any of these via the main dashboard. For example, by selecting 'Boards and Leadership', you will notice a descriptive overview of what that chapter contains and then a list of related subjects on the right side of the screen. You can also use the search bar to explore the system further.

Q. I have a case study I would like to share, how do I do this?

A. We encourage you to provide case studies of your actions and commitment to best practice in diversity and inclusion. If you do have anything you would like to share, please send this to [Jen.Davidson@theclearcompany.co.uk](mailto:Jen.Davidson@theclearcompany.co.uk)

Q. I have further accessibility requirements, can you help?

A. If you require any accessibility requirements please contact The Clear Company directly at: [support@clearassured.co.uk](mailto:support@clearassured.co.uk) or 01925 407400

## 6. Data protection notice

While using the Arts Council Workforce Development Toolkit your data will be shared with a third party, The Clear Company, who will manage the Toolkit.

Arts Council England are the data controllers for the information you submit for use of the Toolkit. The Toolkit is managed by The Clear Company and the data you provide will be shared with The Clear Company, for the purpose of use of the Toolkit only. To register for the Toolkit you will only need to provide a business email address, but to access all the resources on the Toolkit you will be required to give the name of the organisation you work for, email address and first and surname. The data you provide will be used to access the Toolkit and your data will be stored on secure servers in the UK. The Clear Company will only process data on behalf of the Arts Council England under a written data sharing agreement in place, restricting the use of personal information for specified purposes.

Here is a link to Arts Council England's full privacy notice:

<https://www.artscouncil.org.uk/freedom-information/data-protection>



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