

Koestler Arts 2019 UK National Exhibition Ex-Prisoner Exhibition Hosts

FREQUENTLY ASKED QUESTIONS

What do you mean by “Ex-Prisoner”?

We are asking people who have been convicted of an offence and who have served time in prison to bring their experience of the criminal justice system to this role.

Can I apply if I am still in prison and qualify for ROTL?

Unfortunately, we are not able to offer this role to prisoners who are released on a temporary license.

Why am I encouraged to disclose my offences upon application?

This employment opportunity is a bit different from many others as we are specifically looking to recruit people **with** convictions. Southbank Centre support initiatives such as ‘Ban the Box’ which encourages employers not to ask about convictions prior to interview, however as the successful candidates will be Koestler Arts employees, who will be publically identified as Ex-Prisoner Exhibition Hosts, we are asking for people to disclose their convictions upon application. This is because people who have committed certain types of offences would not be allowed to work in this role [see below].

If you have a probation officer, we will need a reference from him or her to tell us about your risk of future offending.

Are there any offences that would prohibit me from applying?

As the role involves working in a public exhibition with a range of visitors including children and vulnerable adults, **we cannot accept people** who have been convicted of a sexual offence, offences against children or non-historic violent offences. We *may* consider applications from people who have had some history of aggressive behavior, as long as you and your probation officer can convince us that this is well and truly in the past.

If you would like to discuss your eligibility to apply for the role further, you can call Koestler Arts in confidence on 0208 740 0333 and ask to speak to Sarah Mathéve.

What checks will you do on me?

If you are successful in your interview, we will contact you and ask for your permission to proceed with contacting your referees. If you are currently supervised by probation, we request that your probation officer is one of your referees. We will send your referees details of the role and ask them to comment on your suitability to undertake it.

We also require Hosts to undergo a Basic DBS (Disclosure and Barring Service) check.

If I disclose my convictions on my application form, why do you need to do a DBS check as well?

Hosts employed by Koestler Arts will be working off-site at the Southbank Centre, alongside Southbank Centre's own Visitor Experience team.

It is current Koestler policy for all paid employees to undertake a standard DBS check. Further Southbank Centre Exhibition Hosts also undergo a basic DBS check.

How will the training work

There are 6 days of training required for this role and you will be paid for your time upon completion of the training. The training will be held in London and the dates are listed on the **Supporting Information** document. Applicants **must** be able to attend all days of training. Additional training may be offered at a later date. This is a strict requirement and we are not able to be flexible about this.

The training will equip Hosts with knowledge about Koestler Arts and the exhibition to pass on to exhibition visitors. In preparation for the role, you will also visit exhibitions and galleries, to learn about working within an arts setting. We will provide you with plenty of support to help you develop your public speaking skills.

What sort of hours can I expect to work per week?

We are offering a minimum of **8 hours per week** for each Koestler Host. There will be times when we are able to offer more hours but this will vary. **The Host role is not a full time role and the hours we can offer may not, at times exceed 16hrs a week.** We expect to employ a team of approximately 6 Hosts to cover our exhibition during its busiest opening hours; 11am - 8pm, 7 days per week and there will be additional shifts available to cover tours, exhibition events and Koestler's pop-up shop. We will discuss rostering preferences with each applicant at interview and at training. Please note; it is possible for us to keep your hours under 16hours per week, so that you can stay on certain benefits. If you wish to do this you must let us know as soon as possible.

I still have more questions...

Then please contact Koestler Arts to discuss in more detail:

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(Works part time: Wednesday - Friday)