



Web: www.RustyQuill.com

E-mail: Mail@RustyQuill.com

Mail: Rusty Quill Ltd., 27 Old Gloucester Street, London, WC1N 3AX

Chief Human Resources Officer – Job Specification

Our Company

Rusty Quill is a London-based UK entertainment production company and podcast network. We specialise in creating original, free-to-consume content as well as offering third party production services, with the aim of providing a platform for new and interesting voices and talent. Our podcasts currently receive in excess of 2,500,000 listens each month and according to recent industry metrics, we are currently the most successful independent audio drama podcast network in Europe.

Values:

- **Opportunity**
Offering paid employment opportunities for those seeking to break into media production
- **Representation**
Providing a platform and safe, non-discriminatory workplace for new and diverse creative voices with poor representation in more established media
- **Community**
Working with our fans to grow a friendly and supportive community, united by our love of storytelling
- **Responsibility**
Providing leadership by example and working with our peers to improve the business practices of the media production industry

Media links:

- www.rustyquill.com
- www.facebook.com/therustyquill
- www.twitter.com/therustyquill
- www.linkedin.com/company/rusty-quill-ltd

Our Shows:

- ***Stellar Firma (2019)***
Dystopic sci-fi comedy following a pair of inept custom-planet designers
- ***Outliers (2017; in association with Historic Royal Palaces)***
Fiction anthology showcasing events and characters from the edges of history
- ***The Magnus Archives (2016-present)***
Horror fiction show looking into what lurks in the archives of a supernatural research institute



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- **Rusty Quill Gaming (2015-present)**

Actual Play RPG show following the ongoing adventures of a ragtag mercenary group, played by real-life performers and gamers

Role Summary

We are looking for a Part-Time Chief Human Resources Officer to provide oversight for our existing HR systems and join our Senior Leadership Team in helping to significantly scale-up our operations as we enter the mainstream media market.

Role Details

- **Position:** Chief Human Resources Officer
- **Location:** Remote (London preferred)
- **Hours:** Part-time (Negotiable)
- **Pay:** £285 per month (plus expenses and corporate fees)
- **Start Date:** Immediate / ASAP
- **Contract Length:** Permanent
- **Additional:** Potential to participate in performance capacity

Responsibilities

This role involves:

- Working closely with the Senior Leadership Team and reporting to the CEO
- Fortnightly online strategy meetings with the Senior Leadership Team to update on HR activity
- Developing, monitoring and Maintaining HR infrastructure and processes including:
 - Databases
 - Compliances
 - Health and Safety
- Handling sensitive information including
 - Personal Employee data
 - Financial information
- Maintaining and monitoring an active HR budget, including:
 - Spend allocation
 - Expenditure forecasting
- Engaging with third parties on shared initiatives, including:
 - Implementing and project managing outreach strategies



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- Developing, monitoring and Maintaining recruitment processes including:
 - Working with the CEO to determine staff requirements
 - Advertising roles
 - Interviewing applicants
 - Providing orientation
 - Paid Internships
- Ensuring the continued wellbeing of all existing employees, including:
 - Providing expert advice and guidance to all employees
 - Overseeing internal training and development programs
 - Performance management and review
 - Enforcing core company values
 - Working with the COO to organise social events
- Occasionally being required to work on behalf of Rusty Quill as a consultant, including:
 - Consulting with third party clients on their relevant HR practices
- Helping to sustain our professional industry network, including:
 - Maintaining a current working knowledge of the industry and its legislation and compliances
 - Attending industry events and networking on behalf of Rusty Quill
- We also encourage you to interact with our fan community via our social media outlets and Discord server

Requirements

This is a Senior Leadership role and as such has a number of requirements.

We are looking for someone who:

- Has relevant and demonstrable experience working in a previous HR role
- Has a robust understanding of relevant UK employment laws and compliances
- Has experience working with sensitive information
- Can be regularly contactable via phone/email/Slack both in and out of normal office hours (within reason)
- Is capable with Microsoft Office (especially Word and Excel) and GSuite
- Has relevant and demonstrable experience in leadership, project management, budget management and working with third party contractors

Helpful secondary qualities include:

- Experience providing advice and recommendations to senior employees
- Experience working in the media industry
- Experience working in podcasting
- London-based and able to attend events in person
- Experience using Photoshop/ Slack/ Discord/ S3/ JIRA
- Valid UK Driving License



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Person Specification

An ideal candidate is:

- Highly organised, self-disciplined and self-motivated • Comfortable mediating potential workplace conflicts etc.
- Able to work well in a distributed, agile working environment with minimal oversight
- A strong communicator
- Actively interested in online media production (especially podcasting)
- Familiar with our existing work and online communities
- Comfortable with formal reporting
- Comfortable engaging in “geek culture”

Application Process

Please send a cover letter to HR@rustyquill.com with the subject line:

“Human Resources Officer – [NAME] –[DATE]”

Then attach a copy of your CV (ideally PDF)

Please Note: If you’re intending to perform this role alongside other media-related positions, it’s your responsibility to declare any potential conflicts of interest to all affected parties at the outset.

Candidates that make it through the review stage will be invited for a telephone interview, after which we’ll make our final decision and let you know the outcome of your application.