

# ACHATES

## Achates Recruits

### Summary of Options for Recruitment Support

#### Overview

We believe that in order to ensure a thriving and resilient cultural ecosystem it is vital that organisations of all sizes should have access to quality support. Over the last six years, Achates has established itself a sector disruptor bringing affordable high-quality support for the cultural sector in strategy and fundraising, to enable resilience with integrity.

We have already supported our clients in the recruitment of Trustees and increasingly senior staff members as well and this has highlighted to us the need for an affordable disruptor model that values diversity and inclusion based on a fixed rate and not a percentage. We have piloted the model with clients across the UK and the cultural sector including the Young Vic Theatre and Opera North, for whom we supported the recruitment of their new Directors of Development, the National Centre for Writing for their Executive Director and Director Communications positions, and The Women's Prize Trust for whom we supported the recruitment of Trustees.

We have now formalised this approach to bring our approach to senior level cultural sector recruitment of Board members, Chief Executive Officers, Artistic and Executive Directors and Departmental Heads in our new division, *Achates Recruits*.

In addition, we offer our current clients the opportunity to promote other job roles through our monthly mailings, on our website and on social media free of charge.

Achates is also known for its ethical approach and commitment to the democratisation and diversification of the sector, which meets the vision and needs of our many clients, and this will be reflected in our model with an

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emphasis on supporting organisations in inclusive recruitment that also creates a culture in which appointees can thrive.

## **The Models**

An overview of our packages of support is below, including a full supported package geared towards Trustee, Chief Executive and Artistic Director recruitment, a package which supports recruitment to interview stage for Executive Directors and Departmental heads, to support in creating a candidate brief and initial executive search where appropriate for other manager and other senior roles.

All Achates Recruits packages can be tailored to suit the specific needs of each assignment and in the first instance our Director of Recruitment Matthew Swann ([matthew@achates.org.uk](mailto:matthew@achates.org.uk)) would be delighted to have a no commitment conversation to discuss your recruitment.

Model 1 – Fully Supported Package – 10-12 days

*For organisations seeking guidance through to appointment to ensure a supported transition – Trustee, Chief Executive, Artistic Director and similar roles – example outline below:*

- 2.5 days – inception meeting and drafting of Application Pack, Job Description and Advert to specifications agreed by client and to Achates template, developing templates and questions for initial interviews with credible clients, generating and agreeing shortlist of credible clients
- 2 days - contacting identified candidates (6-8), promoting across networks
- 1.5 days – uploading to agreed paid promotion channels and management of responses
- 1 day - up to 6 conversations with recommended candidates, candidate profile completed and shared with client, identifying additional candidates (if required) based on first wave response
- 1.5 days – fielding enquiries from potential candidates and conducting 6-8 pre-interviews with credible candidates
- 1.5 days – support shortlisting interviewees, drafting of first- and second-stage interview questions, booking interviews, follow up with interviewees regarding outcome
- 1 day – reviewing shortlisted candidates’ CVs/personal statements, conducting first-stage interviews and shortlisting to second stage
- 0.5 days to review and make recommendations regarding implementation and training support

The Fully Support Package as outlined above is costed at 7 days of the time of our Director of Recruitment, with 4.5 days of a Consultant. Please contact Matthew to discuss our fees.

#### Model 2 – Support to Interview Stage – 6-10 days

*For organisations who don't require attendance at interview stage we offer a highly cost-effective approach for Executive Director and Departmental head positions – example outline below:*

- 2.5 days – inception meeting, supporting development of Application Pack, Job Description and Advert from draft by client, developing templates and questions for initial interviews with credible clients, generating and agreeing shortlist of credible clients
- 2 days - contacting identified candidates (6-8), promoting across networks and agreeing paid promotion channels
- 1.5 days - up to 6 conversations with recommended candidates, candidate profile completed and shared with client, identifying additional candidates (if required) based on first wave response
- 1 day – fielding enquiries from potential candidates and conducting 6-8 interviews with credible candidates
- 0.5 days – support shortlisting interviewees and drafting first-stage interview questions, feedback to unsuccessful applicants (if requested)

The Support to Interview package as outlined above takes just 5 days in total of our Director of Recruitment's time with 2.5 days of a Consultant. Please contact Matthew to discuss our fees.

#### Model 3 – Shaping your Approach – 2-4 days

*For organisations who require support in shaping their approach for manager and other senior level positions, with initial candidate identification and approach, we offer a package which ensures your offer is attractive to relevant candidates – example outline below:*

- 2.5 days – inception meeting, supporting development of Application Pack, Job Description and Advert from draft by client, developing templates and questions for initial interviews with credible clients, generating and agreeing shortlist of credible clients
- 1.5 days - contacting identified candidates (6-8), promoting across networks and agreeing paid promotion channels

The Shaping Your Approach package as outlined above takes just 2.5 days in total of our Director of Recruitment's time with 1.5 days of a Consultant. Please contact Matthew to discuss our fees.