



Royal Albert Hall

Information for Candidates

Recruitment Pack

Visitor Services Training and Development Manager





Welcome

From Elena Holtham, Senior Visitor Services Manager

Thank you for your interest in joining the Visitor Services team at the Royal Albert Hall.

We are looking for an inspiring and experienced manager specialising in training and development who will inspire our team to consistently deliver a seamless service reflecting the Hall's values and outstanding reputation.

This role is perfect for someone who has a passion for motivating and developing staff, an ability to prioritise tasks effectively alongside excellent communication and rapport building skills. If you enjoy managing, motivating, and developing large customer facing teams in a busy environment please detail in your cover letter how you meet the person specification.

The Hall is committed to creating a diverse and inclusive environment in which everyone can thrive. We believe that our work is more exciting and richer with a workforce representing communities from across London and beyond.

In joining our department, you will become part of a unique and talented team.

I wish you all the best in your application.



Introducing the Royal Albert Hall

The Royal Albert Hall is an iconic venue and a registered charity, held in trust for the nation.

Our charitable purpose is to:

- Promote the Arts and Sciences
- Preserve and enhance our Grade I listed building

Since we opened our doors in 1871, the Royal Albert Hall has been home to the world's leading figures in music, dance, entertainment and conversation. From the Suffragettes to Stormzy, Elgar to Einstein, the Beatles to Bassey... icons grace our stage.

A charity known and loved across the globe, we are home to dreams and determination, contemplation and celebration – bringing people together to lift their spirits and inspire. Every year nearly 2 million people enjoy unforgettable experiences in our spectacular building, with millions more joining us online and through broadcast worldwide.

We are home to the future – working tirelessly to enable talent to thrive. We embrace change as well as tradition, inviting the new, the radical and the bold. We are open to all, a committed force for good, connecting people and communities.



Our Vision

Our vision is for the Royal Albert Hall to be the home of breathtaking moments and lasting memories, for everyone.

Together, we create the amazing.





Our Strategic Objectives

We have four Strategic Objectives that will help us achieve our Vision:

1. Driving progress on the Hall's Vision to be a home for everyone – artists and audiences
2. Generating funds for the Estate Plan and other projects
3. Investing in people and systems
4. Building the Hall's reputation as a Force For Good:
 - A Home For Everyone – Equity, Diversity and Inclusion
 - A Home For Thriving Creativity – Engagement and wellbeing
 - A Home For a Sustainable Future – Towards net-zero and biodiversity.





Royal Albert Hall

Equity, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all.

We want everyone to feel that the Royal Albert Hall is a place for them, where they truly belong. To do this, diversity and inclusion must be built into everything that we do, so that it's a part of who we are. We want our programme, staff and audiences to be reflective of London and to celebrate the diversity of the communities that we serve. So we look to recruit colleagues who support these ambitions and values.

We aim to be a force for good, and we know that what we programme on our stage has the power to shift and change mindsets. We are increasing the number of global majority headliners and younger performers at the Royal Albert Hall. And we are creating new opportunities for diverse participants across the Hall team.

“I want the Hall to champion a diverse array of performers, and to attract staff and audiences that truly reflect modern Britain. There is much still to do, but we are working hard to ensure the Hall is a home for everyone.”

- James Ainscough OBE, Chief Executive





Equity, Diversity and Inclusion

We are committed to:

- Providing training on inclusivity to all staff.
- Implementing a structured and transparent framework for talent management and promotion to drive consistency, equity, and strategic workforce development.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.
- Leverage data-driven insights from staff engagement and pulse surveys to inform and deliver targeted interventions that cultivate a sense of belonging and high-performing team cultures.
- Establishing end-to-end reasonable adjustments processes that proactively support accessibility and inclusivity for all employees and visitors.
- Strengthening the Hall's mental health and wellbeing agenda by expanding support mechanisms and resources aligned with evolving staff and visitor needs.
- Working with our EDI staff working group to champion our initiatives. By collaborating with this group, we'll ensure our team understands and actively supports our commitment to Equity, Diversity, and Inclusion.
- Ensuring that our tours and archive properly represent the Hall's rich and diverse history.







Job description

Role: Visitor Services Training and Development Manager

Location: Royal Albert Hall

Salary: £36,275 per annum

Working hours: Mon-Fri 9am-5pm with some duty management shifts on evenings, weekends and Bank Holidays.

Reports to: Senior Visitor Services Manager

Shift/working pattern: Duty Manager shifts are rostered across 7 days. If you are rostered to work a shift on a Saturday or Sunday time in lieu will be given.

Direct reports: N/A

How does the Visitor Services team deliver the Hall's Vision?

Our Visitor Services and Security team nurtures a diverse, well trained and service orientated team who create a warm welcome for everyone, prioritises safety and delivers intelligent service to as wide an audience as possible.

We listen to our audiences through insight and research; upskill our team and position to be best in class for service and security; collaborate with internal and external partners to safely deliver high profile events; focus on our access provision for customers and create amazing experiences for every person who walks through our doors.

How does this role fit into the structure/team? And what does success look like?

As the Visitor Services Training and Development Manager, you will have responsibility for devising and delivering relevant and informative training packages to all levels within the large Visitor Services team. This can range from bitesize sessions with small groups to whole team training presentations. In addition, you will also have a significant input into the overall recruitment and employment journey for the Visitor Services team.

You will develop strong working relationships with other departments to ensure a consistent approach and accurate record keeping across various systems.

As part of this role you will be required to fulfil some Duty Manager shifts, making calm and confident decisions, leading by example to uphold rigorous standards of safety and exceptional customer service.



Key accountabilities	Key activities/decision areas
1). Training	<ul style="list-style-type: none">• Implement training programmes to continually improve customer service levels• Ensure consistent training delivery and content standards• Provide training opportunities across all members of the Visitor Services• Devise and deliver Fire and Evacuation training to the team• Administer comprehensive training record keeping
2). Staff development	<ul style="list-style-type: none">• Collaborate with the Visitor Services Managers to create an engaging staff development journey through the entire employment life cycle• Ensure best practice in creating learning and development opportunities• Assist the Senior Visitor Services Manager to provide development pathways for the team
3). Duty Management	<ul style="list-style-type: none">• Act as Duty Manager for diverse events• Hold responsibility for safety and welfare of all in the building• Act as incident controller in emergencies, including but not limited to managing an evacuation safely• Risk assess and decide upon appropriate action• Report issues which may affect health and safety• Conduct pre-event health and safety checks (e.g., hazards or risks to public safety and good housekeeping/maintenance)• Maintain effective communication channels with other departments• Adhere to Hall radio etiquette• Proactively monitor and raise service and safety standards when on duty• Handle customer complaints sensitively and professionally• Complete Duty Manager's report at the end of each duty



Qualifications and Experience	
Criteria	Requirement
Extensive experience managing, training and developing large, diverse teams to deliver excellent customer service and support strategic aims	Essential
Duty management experience or equivalent experience	Essential
Experience using learning and development systems	Desirable

Skills and Abilities	
Criteria	Requirement
Strong communication and presentation skills	Essential
Excellent interpersonal and influencing skills	Essential
Ability to contribute and embrace new ideas to improve training delivery	Essential
Problem-solving skills	Essential
Ability to forge strong working relationships within a high-pressure environment	Essential



Clear understanding of health, safety and security best practices in large public venues	Essential
Ability to organise and prioritise workload between Duty Management shifts and office responsibilities	Essential
Excellent IT and Microsoft Office skills	Essential
Ability to produce engaging and inspiring training material	Essential
Ability to absorb information to inform operational decision-making	Essential
Highly organised and detailed with exceptional record keeping and reporting skills	Essential

Behavioural attributes	
Criteria	Requirement
Committed to improving standards of service and focused on the customer experience	Essential
Self-motivated and resilient with ability to thrive under pressure whilst maintaining a sense of perspective	Essential
Team player who leads by example	Essential
Ability to respond positively to last-minute changes	Essential
Confident and proven decision-maker in a fast-paced environment	Essential



The job description above is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. The role holder may be expected to undertake other duties that are commensurate with this role.

Note:

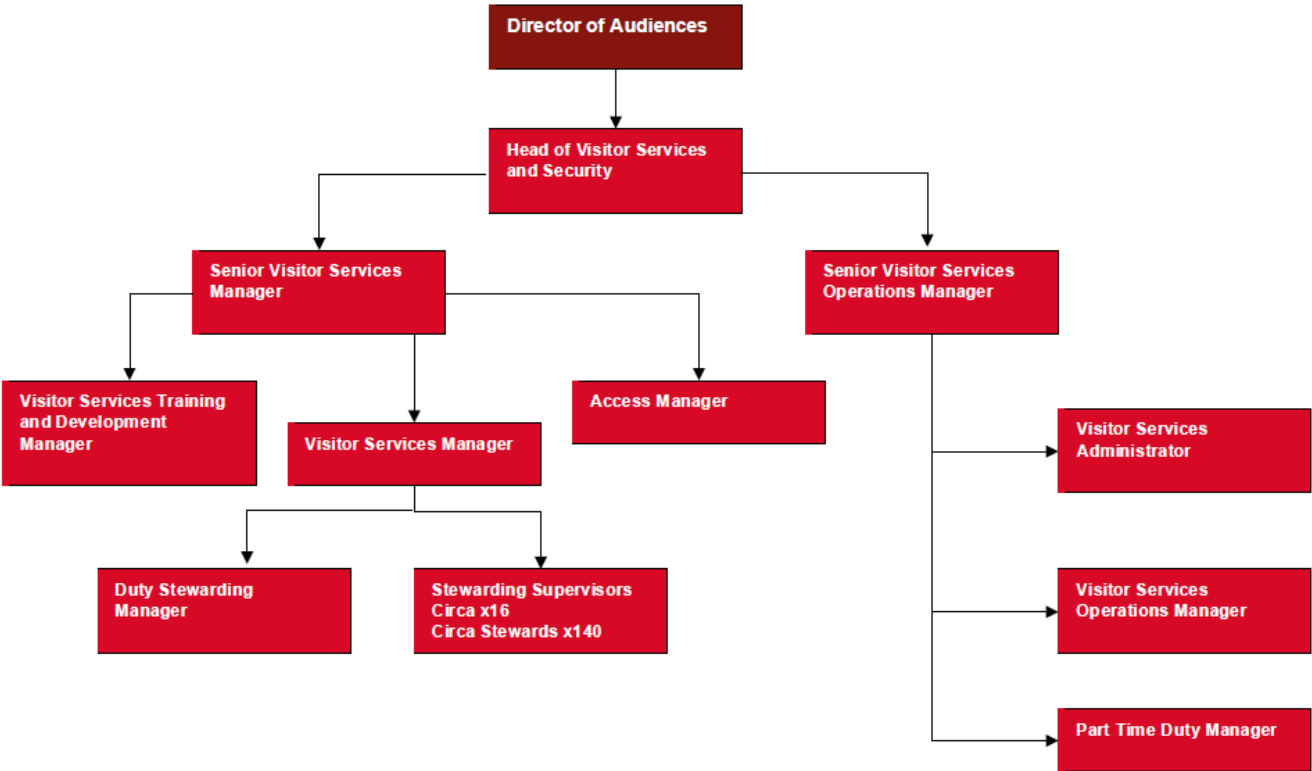
Essential criteria refer to the minimum skills, abilities, knowledge, experience, and professional qualifications required for the role. These are non-negotiable and individuals who do not meet these basic requirements cannot undertake all the duties required for this role.

Desirable criteria are those that are important, but not essential for an individual to perform the duties of the role. They are criteria that an individual can develop while they are in post through training and other developmental type activities.



Department chart

Visitor Services





Your first six months

During your 6-month probationary period, our focus is on setting you up for success, so we will invest in giving you skills and knowledge to perform your role.

It is also vital that you build an understanding of our unique working environment, intimately tied to our Grade I listed building, and that you immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over more than 150 years and where legends have performed on our stage, building strong relationships through face-to-face interactions with your line manager, engaging in relevant in-person training and investing quality time with colleagues and peers to foster strong working connections and where possible attending events.

Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start. The magic happens in our building, so it's vital that you have a regular on-site presence to support us in creating the amazing.



Royal Albert Hall

Application

Thank you for your interest in working at the Royal Albert Hall. To apply for this vacancy, please visit our website using the link below, locate the role and select 'apply'.

[Vacancy Search Results - Royal Albert Hall](#)

Provisional dates for interviews are:

First round interviews:

Week commencing 6 October 2025.

Second round interviews:

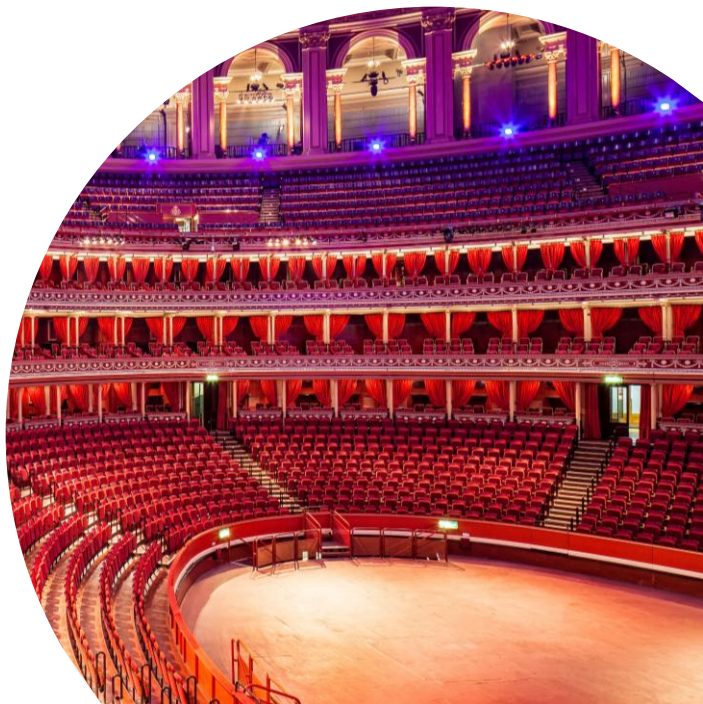
Week commencing 13 October 2025.

The closing date for applications is 12pm on Friday 3 October 2025.

The Royal Albert Hall is a registered charity (no. 254543) and strives to be an equal opportunities employer.

The Royal Albert Hall is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply. If you believe you need a 'reasonable adjustment' with the recruitment process, then please email the People and Culture team via peopleandculture@royalalberthall.com.

Please state 'Request for Reasonable Adjustments' in the email subject header and provide details of your preferred contact method.





Staff Benefits

Our commitment to you

Our people are our greatest asset and play a role as active ambassadors for the Hall. In recognition of your commitment and in support of the work that you do, these are the health, wellbeing and staff benefits that are available to you as a staff member.



Annual Leave

Entitlement is 25 days per year, with the Opportunity to buy or sell up to five days holiday per calendar year.



Personal development

Development is really important to us and there are a variety of options available to staff at the Hall.



Family leave

We offer enhanced pay during maternity, paternity and shared parental leave.



Life assurance

This is 6 x your basic salary.

Care first

Employee assistance programme

Care First offers support, information, expert advice and specialist counselling to help you when you need it.

Aviva DigiCare+

Mental health and wellbeing app

Access to expert care and tailored resources – helping you stay well and feel supported.



Cycle to work scheme

This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.



Interest free season ticket loan

We pay for the ticket, and you repay the money out of your monthly salary



Employee discounts scheme

From groceries to wellness products, travel and more, with our employee discount scheme you can start saving more money right away, on things you're already buying using our Backstage portal.



Wellbeing

We take the health and wellbeing of our staff at the Hall seriously. We have a dedicated Wellbeing Committee and Mental Health First Aiders. Well-being sessions are run throughout the year, some of the recent sessions run included Menopause and Emotional resilience training.



Pension

When you join us, we'll automatically enrol you into our pension scheme. You will have the option to join our stakeholder pension scheme after 6 months service and successful completion of your probation at six months.



Complimentary tickets

Following three months continuous service, you will be eligible to apply for complimentary tickets to performances within the auditorium at the Hall.



Staff canteen

Our canteen offers free hot and cold meals, including vegetarian options to staff whilst at work.





Royal Albert Hall
royalalberthall.com

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