



Shetland *arts*

RECRUITMENT INFORMATION

Equal Opportunities Policy

The Shetland Arts Development Agency has adopted the Equal Opportunities Policy of the Shetland Islands Council in 2007. This policy aims to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, age, disability, race, colour, nationality, ethnic or national origins, marital status, being lesbian or gay, family responsibility, trade union activity, class, political or religious belief. Selection procedures and criteria will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relative merits.

Job Sharing Policy

Job Sharing is an arrangement where two people voluntarily share the duties and responsibilities of a single full time post. The pay and benefits are shared on a pro rata basis according to the hours each works in a normal working week. Each sharer will receive a personal contract of employment, written statement and salary payment.

Shetland Arts is committed to enabling posts within the organisation to be available to persons willing to job share. Applicants can be made for job sharing, single or jointly, and the selection and interview criteria will apply equally to both job share and full time applications.

Certain posts will be exempted from job sharing and this will be clearly stated on the recruitment advertisements for such posts.

If you require further details of our Equal Opportunities Policy, please contact the Chief Executive, Shetland Arts Development Agency, Mareel, Lerwick, Shetland, ZE1 0WQ. Tel (01595) 743843.

Email: info@shetlandarts.org