I want to understand how sociable the role/organisation is...

How often do the team meet for socials? Is there budget for this?

What elements of the working culture do you enjoy most?

Which teams/people would I most likely be working with in this role?

To help

gauge what

my potential

work routine

would be...

Does everyone work the same days?

This does not apply to everyone, so read the job pack and research the company.

As you have multiple offices, am I expected to work in different locations in the UK? If yes, would this be expensed?

This reveals when it might be challenging to book annual leave, how "busy" things may be when you start, and what's a non-negotiable part of their business. e.g. running a Christmas campaign.

> When is a busy period for the team/organisation?

I want to understand how the organisation invests in their staff's capacity and wellbeing..

> This matters if you do public outreach and/or marketing roles. You shouldn't be working from your personal devices when liaising with the public.

> > Do you provide your team with devices/software to support them with working from home?

This allows the panel to talk about the training they offer, and if there's a CPD budget. This may include reimbursing you for attending networking events and conferences!

> Could you tell me about any opportunities for personal/professional development in this role?

This means that your "line manager" (the person that checks on your wellbeing and CPD) is different to the person who checks in on your projects.

I want to understand how the managers support their teams

Is line management separated from project management?

Under new UK government plans, employees will be able to request flexible working from their first day. This includes flexitime and working compressed hours (e.g. 5 days into 4). So if an employer can't accommodate requests, they'll have to discuss alternatives before rejecting it.

What extra support do you provide for your staff?

This can

show whether

management

listens to staff feedback!

I want to figure out how "flexible" the role is to my needs

This is relevant for organisations that receive funding via Arts Council England, NLHF, or through other trusts and foundations. It might not fit in well with private companies.

> The funding landscape is tricky at the moment, how do you plan for that as an organisation? Is there any team consultation regarding this?

To help me understand the future of the organisation better and how this role fits in

> What do you find exciting about the future of this organisation?

How is your organisation a learning organisation?

What are the plans for the organisation in the next year/five years?

Are there set days that you'd prefer the postholder to come in? For example, coming into the office on Wednesday as that's your meeting day.

When I need to do focused work, I'd really appreciate a separate room in the office/being in the office/working from home, is there flexibility to do that as and when needed?

I see that the job advert states that this role is [X] hours a week. Is there flexibility with this? For example, working longer hours on some days, and shortened on another?

KEY

Theme of the questions

Questions

AE Team's fave questions Questions which would

appeal to the panel's ego



CPD related questions (Continuous Professional Development)

Other failsafe questions to ask if you're

- unsure of how you've come across: Were there any parts of this interview where
- you felt that I didn't answer the question? Do you have any other questions for me?

