

Tender Specification

UK Theatre

Provision of HR Training

Tender reference: SOLTUKT TRAINING HR 2026

October 2025

1. Introduction

The contracting agency for this Invitation to Tender is UK Theatre.

UK Theatre Association is a company limited by guarantee registered in England and Wales, whose registered office is at 32 Rose Street, London, WC2E 9ET, Company No 323204.

UK Theatre invite proposals from training providers to deliver **HR for non-HR Managers training** as part of our 2026 training programme. The specification of the required training to be provided is given at sections 4 and 5 of this document. The criteria by which bids will be assessed is given at section 9 of this document.

2. Enquiries

All enquiries in connection with this tender should be addressed to Harriet Hughes, Member Engagement Officer, at members@soltukt.co.uk

3. About us

UK Theatre is the Membership Organisation for Theatre Producers, Managers, Owners and Operators. We work in partnership with our sister organisation, [Society of London Theatre](#) (SOLT).

Our Vision, and the world we want to see, is a dynamic, sustainable and world class theatre sector. Our Mission, and what we do as an organisation, is to champion theatre and support our members to thrive.

We have 3 priority focus areas that allows us to deliver on our vision and mission:

- A growing, engaged and united membership, including a skilled, diverse and productive workforce for now and the future
- To inspire, attract, retain and diversify theatre audiences
- Advocate to support growth across the sector, underpinned by robust evidence.

4. About the project

UK Theatre and SOLT have over 500 members, spanning the UK theatre industry. We operate a training programme for both members and the wider sector, aiming to provide training which aligns with industry need.

Our most recent training review with members highlighted a need for HR training for individuals not working in HR roles.

We are therefore seeking a training provider who can offer HR training for line managers. We are open as to whether this training is delivered in-person or online.

Customers seek courses we run because they are industry specific to theatre. **It is therefore essential that training providers have knowledge of the theatre industry or other similar creative industries.**

While we have some limited funds for development costs if essential, our preference is to use an existing course.

Key delivery expectations:

- One-day training course delivered once in 2026
- Target audience: anyone with HR responsibilities but no formal HR training, line managers
- Maximum 20 participants per session (though could be fewer)
- In-person or online delivery

Timeline

Tender submission deadline	Mon 17 November 2025
Interviews (if needed)	Mon 17 Nov – Fri 5 Dec 2025
Decision and notification	w/c 8 December 2025
Period of partnership to commence	2026 – date of course to be agreed

5. Scope of Work

The successful provider will:

- Deliver a one-day (or half-day) course on HR fundamentals, tailored to the theatre industry
- Cover core topics including:
 - The basics of HR and employment law
 - Recruitment and selection
 - Performance management
 - Employee relations
 - Ending the employment relationship

- Provide practical, skills-based sessions applicable across organisations of different sizes.
- Provide all training materials (printing can be arranged by UK Theatre)
- Collaborate with UK Theatre to adapt the training to participant needs
- Deliver the training in accordance with agreed timelines and format (in-person/online)

6. Tender requirements

Tender submissions should include the following:

- 1. Cover Letter**
 - A brief letter expressing interest.
- 2. Organisation Overview**
 - A description of the organisation or individual, including its history, experience, and expertise in providing services to arts organisations, particularly theatres, if applicable.
- 3. Relevant Experience**
 - Detailed information about your experience in providing training services in the performing arts or entertainment industry, including specific examples of work completed for similar organisations or individuals.
 - If you don't have specific knowledge of the theatre industry, please outline how you might be able to tailor the offer to be relevant to theatre.
- 4. Trainer details**
 - Profile information on team members who would be providing the training, including any qualifications, areas of expertise, and relevant experience.
- 5. Course description**
 - A description of the proposed course content and learning outcomes.
 - Your preferred method of delivery (i.e. length of course and in person/online).
- 6. References**
 - Any references you might have from other clients, or testimonials from training participants.
- 7. Preferred dates**
 - An indication of when in 2026 you would be available to deliver the training.

7. Tender submission

The closing date for tenders is **10am on Monday 17 November 2025**.

Tenders should be submitted by email marked for the attention of Harriet Hughes, Member Engagement Officer via members@soltukt.co.uk

All proposals should be submitted in PDF or Word format. Late submissions may not be considered.

8. Contractual arrangements

Fees

We work on a flat fee basis per course delivery. Fees are inclusive of preparation, delivery time, and materials provided to participants.

For one day, in person courses, we offer a flat fee of £800 + VAT.

For half day, in person courses, we offer a flat fee of £500 + VAT.

We are open to a conversation about fees for online delivery.

We are a not-for-profit organisation, and we work hard to keep participant costs low and accessible. We appreciate your support in helping us do that. Any money we make from our training programme is invested back into the work we deliver for and on behalf of the industry.

Payment

Payment will be made by BACS within 30 days of receipt of invoice.

Contract term

The contract is to deliver two training courses in 2026, with the possibility of renewal based on performance and need.

9. Selection Criteria

Proposals will be evaluated on the following criteria:

- Experience and expertise in people management training (30%)
- Relevance to Theatre/Creative Industries (25%)
- Quality of Proposed Approach (20%)
- Cost and Value for Money (20%)
- References/Testimonials (5%)

Trainers must provide at least two references or testimonials.

10. Terms and Conditions

- UK Theatre reserve the right to reject any or all proposals.
- Any costs incurred by the applicant in preparing or submitting the proposal are the responsibility of the applicant.
- UK Theatre reserves the right to negotiate aspects of the proposal with shortlisted applicants before final selection.