



Welcome to the Propaganda Team

Propaganda is the UK's Biggest Club Night which also boasts nights in Ireland, Australia, New Zealand and around the world.

As a member of our team your main job is the promotion of our club nights and accurate representation of our brand. The job is more than just handing out flyers to people in the street; it is the adoption of our ethos and enthusiasm for what we do. We hope that you enjoy your time with us and will grow to love Propaganda as much as we do.

PAY

On your first day of work you will need to show the city manager evidence of your eligibility to work, this can be in the form of a British/EU passport or documentation from the home office.

Before you begin to work for us it is important that you have an accurate Propstaff account containing your address, date of birth, national insurance number and bank details to which you wish to be paid. We hold this information to allow us to process your pay and make the necessary deductions for HMRC. If we receive no P45 or P46 from you we will automatically put you onto a Basic Rate tax code until HMRC informs us otherwise. Sign up at www.propstaff.com.

All hours are collated from the 25th of a month to the 24th of the following month. Wages are paid on the 5th of each month (or the nearest working day after) following the payroll period. Payslips are sent electronically, you may need to speak to your city manager to arrange the specific e-mail address for this. Some e-mail clients may not be able to receive these automatically.

UNIFORM

You will be issued with a Propaganda T-Shirt and possibly a Propaganda Hoodie. These garments remain the property of Propaganda and it is your responsibility to wash and care for them. Should the item be misplaced, damaged or not returned Propaganda will make a deduction from your wages to cover the cost of replacement. This will be £5 for a t-shirt and £15 for a hoodie.

PENSION

Propaganda operates a staff pension scheme through NEST. All employees have the option to join the scheme. Minimum contribution starts at £10. Propaganda will not auto enrol or contribute to the scheme should you join if you earn less than £5772 per year. Staff who earn over this will also need to meet other qualifying criteria. You may receive documentation in the post from our pension provider regardless of your eligibility for employer contributions.

WORK

Your point of contact for all aspects of your work will be your City Manager. They will handle all queries and if necessary can contact the relevant head office department on your behalf.

The City Manager is also responsible for the creation and distribution of the staff rota. This will be issued to you weekly and will let you know your hours and location of work. Please tell your city manager as early as possible if there is a particular time/day you do not want to be allocated work.

Once issued you are expected to follow the rota provided and must not arrange swaps or changes without the authorisation of the City Manager. Should you fall ill or you are unable to do a shift, please let your city manager know well in advance. Notifying us on the day of your shift is not only unacceptable but is unfair on other team members who may be inconvenienced to cover you.

It is important that you wear your Propaganda T-shirt on all shifts, and remain friendly, professional and polite at all times, as well as knowledgeable about the brand.

On nights off staff are allowed to come to the events as a customer, but are expected to still represent the brand in a professional manner.

Any social media accounts created for the purpose of promotions whilst you are employed by Propaganda will become the property of Propaganda and on your departure we will require log in details.

On the rare occasion when we may need to discipline a member of staff we follow a strict procedure. For minor problems a verbal warning will be issued. After this, and for any larger problems, we will issue a written warning. Written warnings are the final step before termination of employment. Termination may also be appropriate for situations of gross misconduct. Gross Misconduct includes, but is not limited to; repeat instances of missed shifts, the use of alcohol before or during a working shift and non-professional behaviour either whilst working for us or representing the Propaganda brand.