

## Seat at the Table Programme Terms

### Eligibility for the programme

- This programme is open to hospitality professionals who identify as Black (including African, Black British, Caribbean & Black Mixed-Race).
- You must be 18 years or older to apply to this programme.
- All applicants must be a UK citizen, national or permanent resident.
- A minimum of two years' experience working in the hospitality industry is required.
- Some courses require prior experience. Please refer to the Leiths Course description for details.
- In designing the programme, we are proud to offer this course to everyone who is eligible to apply. Some courses have physical/practical aspects, so some courses may be better suited to some individuals' needs than others. If you have a specific need, please let us know through the application process. Leiths would be happy to discuss accommodating specific needs, or advise which courses would be best suited. No applicant will be penalised as a result of such a request.

### Application process

- Applications are open until **15<sup>th</sup> December 2023**.
- Applicants will be notified by **12<sup>th</sup> January 2024** whether they have been invited to interviews. Interviews will be conducted during **January 2024**.
- Successful applicants will be chosen by a cross-organisational panel. Some courses may require a video interview and/or input from the reference provided as part of the application.
- Successful applicants will be notified by **31<sup>st</sup> January 2024** at the latest and they will be required to sign an acceptance letter.
- The skills classes and mentoring will take place into late 2024. The specific timings will depend on the course applied for.
- An individual applicant can apply to more than one course, but we will not award more than one place to a single applicant.
- If you submit more than one application to a single course, only one application per individual will be considered.
- Applications are not open to Mars Associates, Be Inclusive Hospitality or Leiths employees.

### Further considerations

- This is not a position of employment, and the candidate will not be a Mars or Be Inclusive Hospitality employee. The programme will cover the cost of the Leiths course, and necessary expenses (such as food provision, equipment, and uniform for the course) in addition to the mentorship cost. These will all be paid directly to the service providers.

- Any necessary accommodation or travel to and from Leiths School of Food and Wine/mentoring sessions is not funded as part of the programme and will need to be covered by the candidate. The in-person courses at Leiths School of Food and Wine will be held at 16-20 Wendell Road, London, W12 9RT, United Kingdom.

- Applicants should check that they are available on the course dates before applying. Courses are non-transferrable and cannot be exchanged for monetary value, voucher credit or transferred to another date. Courses must be taken by the applicant and cannot be gifted to another individual.

- Mars, Be Inclusive Hospitality and Leiths School of Food and Wine reserve the right to withdraw places on the programme with sufficient reason (such as absenteeism from the committed dates) and offer them to someone else where appropriate.

**In return, the candidate will be expected to:**

- Respect confidential information about Mars, Be Inclusive Hospitality or Leiths School of Food and Wine that it receives through the scholarship programme and keep it confidential.

- Not bring Mars, Be Inclusive Hospitality or Leiths School of Food and Wine into disrepute.

- Commit to completing a feedback survey and a written or video testimonial at the end of the programme.

- While it is not mandatory, we will ask all successful applicants if they would be willing to participate in publicity about the programme which may include mentioning your name and (with permission) using your photograph. You may also be asked if you would be willing to take part in social media/content creation.