

Job Description

Job Title	Head of People and Culture
Service/Department	Core team
Salary	£47,000 FTE
Hours	37.5 or 30 hours per week
Base	Colchester/Hybrid
Responsible to	Chief Executive

Job Summary:

The Head of People and Culture will lead and implement the people strategy, ensuring alignment with organisational goals. This involves leading employee engagement, internal communications and promoting an inclusive, proactive and trusted culture. Championing best practise across the whole employee cycle, including HR Operations, talent management, leadership development, employee training and wellbeing.

This is an integral part of the senior leadership team of the charity working on strategic projects, liaising with staff, managers and trustees to enhance the charity's impact.

Key Responsibilities:

Strategic HR direction: providing direction aligning to the strategic goals and be a champion for change within the charity.

Internal Communications: Oversee and enhance internal communications to ensure clear and engaging messaging across the organisation, consistent with external communications and messaging.

Employee Lifecycle: Develop frameworks and policies (and analysing performance of) and provide practical and effective guidance across all stages of the employee lifecycle including: recruitment and onboarding, development, evaluating performance, employee relations and offboarding.

EDI (Equity, Diversity, and Inclusion): Promote and implement EDI initiatives to cultivate an inclusive and equitable workplace culture that supports the charities guiding principles.

People Management Training: Develop and deliver (or externally source) training programmes to enhance people management skills across the organisation.

Training: Alongside service colleagues, implement and co-ordinate a comprehensive induction and training programme to support employee development and growth, and support the succession planning initiative within the charity.

Wellbeing: Champion and promote employee well-being initiatives, ensuring best practise and supporting colleagues with lived experience within the organisation.

Volunteers: Develop frameworks and policies (and analysing performance of) and providing practical and effective guidance across all stages of the volunteer lifecycle, from recruitment and onboarding to development, employee relations and offboarding

People Initiatives: Plan, lead and deliver on people project activity throughout the charity, applying HR and business knowledge, evidencing appropriate decision making skills.

Line management responsibility for: P&C Advisor and P&C and Volunteer Administrator

Other: Perform other duties that are within the scope, spirit and purpose of the job and as requested by the CEO.

Organisational values: *Post-holders must demonstrate the following:*

Value	Phrase
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-Producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other

Person Specification

POST: Head of People and Culture

Category	Essential	Desirable
Education & Qualifications	Chartered membership CIPD qualification or equivalent demonstrable experience in a similar role.	
Experience	<p>Significant experiences in human resources across a broad range of disciplines including, talent management, employee engagement, employee relations, performance management, employee mental health and wellbeing support and organisational development.</p> <p>Proven ability to lead and influence senior leadership.</p> <p>Experience of strategic planning, leading and delivering on people initiatives.</p> <p>Cultural development; experience of implementing EDI initiatives and promoting inclusion</p> <p>Change Management; experience of successfully leading teams or organisations through periods of change</p>	<p>Experience of working within Charity or voluntary sector.</p> <p>Experience of supporting managers with wellbeing.</p> <p>Experience of coaching and supporting colleagues in human resources.</p>
Skills, Abilities & Knowledge	<p>Understanding and practical knowledge of employment law and employer best practice</p> <p>Able to effectively and quickly build relationships and establish credibility, trust, respect and confidence</p> <p>Ability to lead and inspire teams</p> <p>Strong analytical and problem solving skills</p> <p>Ability to mediate and resolve conflicts constructively</p> <p>Ability to manage a number of on - going projects effectively and efficiently</p> <p>Able to adapt to changing business needs</p> <p>Strong IT and report writing skills</p> <p>Organised with the ability to meet tight deadlines</p> <p>Ability to manage a substantial workload and prioritise effectively</p>	
Personal Characteristics	<p>Resilient</p> <p>Honest and courageous</p> <p>Tactful and diplomatic</p> <p>Ethical</p> <p>Knows when and happy to ask for help</p>	