

Job Description

JOB TITLE: People Partner

LOCATION: Ideally London based, currently hybrid working with two to three days per week in the office. Applications will, however, be considered for remote working.

PAY BAND: £50,000 – £55,000 (inclusive of £4,000 for London weighting)

RESPONSIBLE TO: Senior Head of Finance

RESPONSIBLE FOR: People and Learning Coordinator (part-time, currently vacant)

About The King's Trust International

Founded by HM The King, our Royal Founding President, to tackle the global crisis of youth unemployment, King's Trust International (formerly Prince's Trust International) has been supporting young people worldwide since 2015.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, work and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

King's Trust International is committed to representing, at all levels, the global communities, and young people that we serve. We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people. [The King's Trust International](#)

Purpose of the Role

The King's Trust International is a small organisation within the King's Trust Group of c 50 people with ambition to grow. The operational HR activities (recruitment, contract management, payroll and some learning and development activities) is provided via The Prince's Trust People and Learning Team although we have ambitions to bring these functions in house. The People Partner is a member of the senior leadership team. The post holder leads on Equality, Diversity and Inclusion, employee engagement and wellbeing, learning and development, and overseeing the ongoing review of staff performance. They chair the organisation's People and Culture Working Group.

The People Partner will be responsible for developing and delivering a coherent People and Learning strategy to align with King's Trust International's strategic direction. You will lead initiatives to support

organisational growth, talent and succession planning, and developing our own internal recruitment function, starting with the recruitment of a new People and Learning Coordinator. You will refresh development strategies to support remote learning opportunities and ensure our commitment to diversity and inclusion is embedded in all we do.

We are seeking a People Partner that will think globally, be collaborative, role model inclusivity, be solutions-focused and have excellent coaching skills. As we are a small team, the role also requires a doer, who is capable of rolling up their sleeves and delivering operational solutions.

Budget

Learning & Development Budget

Wellbeing Budget

Key Relationships

CEO and Senior Leadership Team

Managers

PT(UK) People and Learning colleagues

External legal and other advisors

Safeguarding

Safety and Security

Key Areas of Responsibility

1. Role model, create and sustain a diverse and inclusive work culture where all team members are supported and can thrive.
2. As a member of the Senior Leadership Team, develop and implement People and Learning strategies that align with and support King's Trust International's vision, long-term strategy and business plans. These will focus on nimble, flexible approaches that support agile working practices, balanced with staff wellbeing, to help build and maintain a high-performing equitable and inclusive culture. Be accountable to the Board of Trustees on issues relating to People and Learning.
3. Ensure policies and processes are fit for purpose, aligned to organisational strategies and support good governance and management practices. Develop and utilise management information and data analytics to inform HR practices.
4. Utilising your coaching skills, partner with leaders and managers throughout the organisation to address the range of people management issues and employee engagement, ensuring managers are equipped to deal effectively and sensitively with issues.
5. Ensure that equality, diversity and inclusion are prioritised and embedded across all teams within the organisation. Ensure Wellbeing and mental health issues are at the forefront of staff support initiatives.
6. Chair the People and Culture Working Group, ensuring staff engagement and involvement with an agenda of transformation and responding to staff engagement survey results.
7. Work closely with The Prince's Trust People and Learning colleagues to ensure that systems and processes are fit and responsive to international needs. In time, develop a plan to migrate all HR systems over to King's Trust International.
8. Work with Safeguarding and Safety and Security colleagues to ensure that safeguarding, staff safety and wellbeing matters are aligned.
9. Respond to the HR needs of a global organisation maintaining a competitive approach to recruiting, inducting and retaining high potential global talent. Seek external advice on employment law, tax and other overseas employment considerations, as required. Ensure that systems for the engagement of national and international contractors are robust and compliant, including IR35 and other legal or tax considerations.
10. Ensure appraisal and reward systems are fair and transparent whilst being reflective of and responsive to global differences, enabling The King's Trust International to attract and retain the best

global talent possible. Advise on creative and flexible processes for succession planning, talent management and development.

11. Recruit and manage one part-time People and Learning Coordinator, ensuring they deliver high quality effective HR advice and projects and are developed effectively.

Person Specification

Please read these notes carefully:

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folk, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
Skills, Qualifications and Knowledge	HR management qualification Level 7, or equivalent experience	To demonstrate a good understanding of HR practice at a senior level.	S,
	Member CIPD status	To demonstrate having put HR theory into practice.	S
	Excellent grasp of international HR issues	To ensure HR strategy, systems and processes are responsive and fit for purpose for an organisation working in an international environment	S, I
	Excellent coaching skills	To coach senior leaders and managers.	I
	Good knowledge of the UK legislative framework for all employment matters	To ensure that strategy and policies are compliant.	A
	Analytical mindset	To analyse and utilise management information and data to inform best practice and identify future trends and opportunities.	A
	Excellent written and verbal communication skills, able to target a range of different audiences internally and externally.	To deliver clear and compelling advice and guidance that engages a range of different audiences, up to Board level.	S, I







Experience	Experience of developing strategic responses to complex HR matters.	To ensure that HR strategy is clear, effective and aligned with organisational strategy.	S, I
	Experience of working as part of a senior management team and closely partnering the business to deliver business results	To influence, inspire and advise senior leaders, ensuring HR practice is embedded and supportive of the business strategies	
	Excellent project management skills	To devise and deliver HR projects effectively	S, I
	Demonstrable success in embedding equality, diversity and inclusion initiatives	EDI is a key priority for PTI and this role drives forward People initiatives in support of the EDI Action Plans across PTI.	S, I
	Experience of talent management and succession planning	To support a relatively new but growing organisation to recruit, retain and develop its staff globally to be their best.	S, I
	Experience of identifying staff development needs and developing and delivering or procuring a range of responses to support learning.	To ensure that learning and development initiatives are in place that support working in a global environment.	S, I
	Experience of working with the business to identify organisational design improvements and supporting organisational change initiatives.	To ensure that advice and support of a growing and evolving organisation is of the highest standard.	S, I
Aptitude	Confident self-starter able to work with minimal professional supervision	You will be the senior HR advisor in a small People and Learning team.	I
	Good emotional intelligence	Need for an empathetic and empowering approach	I
	Authentic in approach	To demonstrate credibility and gain buy-in.	I
	Solutions-focused	You will need to provide practical and pragmatic responses to a range of HR issues	I

Criteria	Desirable	Why is this needed?
Skills, Qualifications and Knowledge	Coaching qualification	To demonstrate a high level of coaching ability
	Understanding of different reward systems and approaches in a global environment	To ensure that reward and benefits are equitable and responsive in an international organisation
Experience	Working within the international charitable sector	The Charity sector can have unique ways of working and an understanding would be helpful.
	Financial and budget management	To make best use of limited resources and ensure projects are managed effectively and to cost.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.