

## People & Culture Manager

<b>Location:</b>	<b>Westminster / Hybrid</b>
<b>Contract:</b>	<b>Permanent Role, Part-Time (22.5 hours per week)</b>
<b>Salary:</b>	<b>£42,000 - £46,000 per annum (pro rata)</b>
<b>Reporting to:</b>	<b>Finance &amp; Operations Director</b>
<b>Line Managing:</b>	<b>Operations Co-Ordinator</b>
<b>Other key relationships:</b>	<b>CEO / Executive Assistant Senior Leadership Team (SLT) Finance Manager Events Manager</b>

### Main Purpose of the Role

The People & Culture Manager is responsible for managing all aspects of the human resources function, ensuring that the organisation attracts, develops, and retains high-quality staff. This role supports the Finance & Operations Director in fostering a positive and inclusive working culture, whilst ensuring compliance with employment legislation and best practices.

### Key Responsibilities

#### Strategy Development

- Support the development of TCF's approach to effective methods of working and inclusive organisational culture, drawing upon best practice from across the sector and ensuring alignment with organisational values.
- Support the annual planning cycle, working with the Finance & Operations Director to develop and implement the annual and quarterly rhythm of team meetings, workshops and opportunities for team gatherings.
- Support the Finance & Operations Director through developing guidance for line managers to support the annual rhythm of 1:1 meetings and quarterly reviews supporting team members to meeting their operational objectives and personal development goals.
- Support the ongoing development of HR policies and processes, including the newly developed Staff Handbook, recruitment, staff onboarding, probation, annual reviews and professional development, as well as regularly reviewing staff benefits and ensuring they are in line with good practice.

## **Employee Relations and HR Management**

- Maintain elements of the employee database (BambooHR), to support staff with administrative requests relating to annual leave calculations, signing documentation and updating personal information.
- Supporting the recruitment process by creating new roles on BambooHR, arranging the advertising on appropriate websites and working with line managers to initially triage and longlist applications.
- Develop onboarding processes to ensure new team members have the information they need to thrive in the organisation.
- Prepare offers of employment, change of terms letters and other standard employment documentation, with support from external HR Advisors, and the Finance & Operations Director.
- Serve as a point of contact for employee concerns, providing guidance on HR policies and procedures, with support from external HR Advisors, and the Finance & Operations Director.
- Manage the relationship with the appointed EAP (Employee Assistance Programme) including regularly reviewing the support available to ensure it offers the right level of support for team members in line with our values and aspirations as a good employer.
- Develop and build the process for employee objective-setting in BambooHR, and how this then links to the wider organisational strategy, ensuring line managers are equipped to utilize this tool effectively.
- Support the appointed Data Officer (Finance & Operations Director) by managing the organisation's approach to GDPR and data protection with respect to HR specific processes, overseeing HR systems and records, ensuring data integrity and security.

## **Learning and Development**

- Support the design of a learning and development plan for all teams, identifying potential training options for individuals and teams as needed, working with Directors to identify key learning needs and either develop learning offers to meet those needs or source relevant and high impact external training, for both hard and soft skills.
- Organise and facilitate workshops, seminars, and training sessions to support professional development of all staff.

## **Team Facilitation & Engagement**

- Play a lead role in facilitating team meetings and workshops.
- Proactively developing agendas in advance to ensure staff are kept informed.
- Develop and manage a monthly internal staff update, with contributions from the team.

- Develop and plan team lunches and group activities, with the support of the Operations Co-Ordinator

### **Line Management**

- Overseeing the day-to-day activities of the Operations Co-ordinator, supporting in a line management capacity to encourage and develop organisational skills and personal development goals.

In addition to the responsibilities detailed above, the People & Culture Manager will also undertake any new and additional projects at the discretion of the Finance & Operations Director.

## PERSON SPECIFICATION

AREAS AND CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Degree level or equivalent working experience	✓	
HR Management skills training	✓	
Accredited Coaching skills or equivalent training		✓
<b>Skills and Experience</b>		
Proven experience as an HR Manager or similar role, preferably within the non-profit sector.	✓	
Strong knowledge of employment law and HR best practices, preferable within the non-profit sector.	✓	
Experience in change management and organisational development.	✓	
Excellent communication and interpersonal skills for communicating face-to-face, in writing and by telephone with individuals at all levels	✓	
High standard of written English	✓	
Strong IT skills, including high levels of proficiency in all aspects of Microsoft Office.	✓	
Excellent organisational, and time management skills with an ability to prioritise competing demands	✓	
Ability to think analytically and empathetically and make balanced judgements	✓	
Confident and calm crisis management	✓	
Evidence of working in a team and contributing to a culture of a diverse and collaborative working environment	✓	
Experience of liaising with, negotiating and managing relationships with external organisations, teams, and individuals	✓	
Experience using and interacting with Salesforce (Customer Relationship Management) Database		✓
<b>Personality Characteristics</b>		
A great team player with a pro-active, confident, and positive approach and the ability to contribute to a culture of collaborative working	✓	
High emotional intelligence, with the ability to work with good humour, tact, and diplomacy and to maintain confidentiality	✓	
Commitment to equity, diversity and inclusion	✓	

To have a genuine commitment to the values and ethos of the Churchill Fellowship	✓	
Positive attitude	✓	
Ability to meet deadlines	✓	
Attention to detail and accuracy	✓	
Proactive and able to work well independently as well as part of a team	✓	
Passionate about achieving excellence through personal development and continual learning	✓	

## **About our charity: Join us to support people-led change across the UK**

We run the Churchill Fellowships, a unique programme that supports UK citizens to find new solutions worldwide for today's most pressing challenges

Every year we fund over 100 new Fellows to discover the latest ideas and best practice in any practical issue they care passionately about, anywhere in the world. The topics they explore cover every aspect of society and are often informed by their own lived experience. They meet leading practitioners, encounter cutting-edge projects and gather their findings in a published report. Then we help them to turn their ideas into action and inspire change in their communities and professions across the UK.

Fellows tell us that their Fellowship is life-changing, for themselves and for those who benefit from their global learning. These are dedicated and practical individuals with a strong vision of the change they want to see, the knowledge to progress it and the drive to make it happen. As a result, their impact is felt throughout the UK and many go on to be leaders in their fields.

Our unique approach has created a community of thousands of highly effective changemakers working on the frontlines of today's key issues. At the heart of all this is a simple but enduring concept: we are empowering individuals to learn from the world and transform lives across the UK.

### **Working for The Churchill Fellowship**

Detailed package, benefits and wellbeing package:

- Salary c. £42,000 – 46,000 per annum (pro-rata for 3 days per week / 22.5 hours)
- Hybrid working policy (4-6 days per month in the office)
- 5 weeks holiday a year, with additional paid leave if the office closes over the Christmas Break (pro rata for part-time staff)
- 6 days a year paid leave for volunteering (pro rata for part-time staff)
- Non-contributory pension scheme with 10% employer contribution
- Enhanced maternity, paternity and adoption leave and pay
- Employee Assistance Programme
- Life Assurance
- Bike purchase salary sacrifice scheme (Cycle2Work)

Standard working hours are 36.5 hours a week 9.30am until 5.00pm, Monday to Thursday and from 9.30am until 4.00pm on Friday, including a paid lunch break of one hour.

We have embraced the benefits of working from home and at the same time, we value the contribution of face-to-face contact in building teamwork, collaborating with your colleagues, exchanging ideas and know-how, and for work efficiency. We therefore operate a hybrid working policy, where staff can work from home if they wish, however everyone is required to work in the office a minimum of 4 to 6 days a month with Tuesdays as the core day for regular whole team meetings.

*Note: unfortunately, we are not currently in a position to offer sponsorship for visas and all applicants will need to have, and be able to prove, the right to work in the UK.*

## **How to apply**

Please use your CV and cover letter as an opportunity to tell us a bit more about who you are as a person. We want to understand how you as an individual are going to be a great fit for this role.

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*Equity, diversity and inclusion are core to the values and ethos of the charity 's work across all activities. The Churchill Fellowship is committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences. Our office accommodation is fully accessible throughout.*