

Essex Wildlife Trust

Job Description and Person Specification



Job title: Business Partner – Culture

Location: Abbots Hall

Reports to: Head of People and Culture

Job Purpose

The Business Partner - Culture is responsible for the delivery of The Trust's culture plan, ensuring that the Trust is a high-performing, high impact, people-centred organisation.

Working closely with the Head of People and Culture the role will partner and engage with staff across all departments and all levels of seniority. This role holds responsibility for contributing to the development of the culture strategy and development and delivery of associated plans, with a focus on the key workstreams of Equality, Diversity & Inclusion, Wellbeing, Safeguarding/Safety and Sustainability - whilst ensuring the Trust's values are embedded across a combined workforce of staff and volunteers to develop a healthy, inclusive and safe working environment where everyone is thriving and achieving their potential.

Key tasks

- In collaboration with the Director of People & Culture, and the Head of People and Culture, working cohesively to deliver a successful and strategically aligned Trust-wide culture programme that supports a high-performance, high impact culture.
- Drive the implementation of the Trust's culture strategy and plans, with a focus on the main workstreams of Equality, Diversity & Inclusion, Wellbeing, Safeguarding/Safety and Sustainability, collaborating and partnering with management and staff within the Trust to ensure cultural practices are embedded across the organisation and combined workforce, whilst demonstrating innovation and creativity. Contribute to the ongoing implementation of culture change across the Trust, modelling change.
- Develop initiatives and interventions across the Trust to ensure the Trust is a listening, responsive employer, and develop a variety of methods to demonstrate inclusive practices to ensure all employees and volunteers have a voice at the Trust. Ensure Employee Voice is at the forefront of the development of culture, and the Trust's core values are central to the development of all cultural initiatives.
- Play a key role in the development and management of staff forums for the key cultural workstreams, ensuring that forums are representative and drive forward the cultural agenda to meet the Trust's strategic aims.
- Support the development of Equality, Diversity & Inclusion plans and initiatives at all levels of seniority and across all departments and functions of the Trust, to ensure that staff reach their potential, and are fully supported in the delivery of their work.
- Progress the Trust's sustainability and innovation agenda and ensure sustainability processes are integrated within teams. Engage with and influence all levels of staff and volunteers in relation to the sustainability agenda to ensure innovations are heard, explored and considered and sustainability becomes culturally ingrained within the Trust.
- Seek continuous improvements for the Trust. Work collaboratively with different teams and individuals in the implementation of innovative and sustainable ways of working. Optimise the use of sustainable resources where possible to obtain best value for the Trust and encourage and influence other staff and volunteers to do the same, in accordance with Trust values, aspirations and business context(s).
- Work closely with the Head of People and Culture to develop and implement the Trust's wellbeing strategy and plan, ensuring that staff wellbeing is supported in order to create a positive working environment where individuals can thrive, and performance is maximised.

- Play a key role, working collaboratively, in ensuring that a culture of compliance and safety specifically in relation to safeguarding is embedded in the Trust. Co-ordinate the Trust's safeguarding forum and support the development and delivery of essential and mandatory training relating to safeguarding, ensuring the wider organisation is educated with regard to responsibility for safeguarding. Work collaboratively with H&S to ensure cohesion in the cultural approach to safety in all forms across the Trust.
- Organise initiatives and staff events that foster positive employee engagement such as supporting the Operational Leadership Team in the management of staff events and co-ordinating the employee recognition programme.
- Responsible for the day-to-day management of the reception provision at Abbots Hall, including the line management of the reception volunteer team. Ensure a professional reception support service is provided to all internal and external stakeholders. Pro-actively develop processes and improvements within the function, streamlining tasking and increasing efficiencies in daily work.
- Produce regular metric reports relating to key performance indicators for relevant cultural workstreams, working closely with Business Partners and Officers across the People & Culture directorate to ensure cohesive and consistent reporting across all functional areas in the directorate.
- Work effectively with colleagues across the Trust and demonstrate the values of being Impactful, Collaborative, United and Proactive.
- Demonstrate and develop skills, attitudes, and behaviours in line with the Trust's Competencies Framework.
- Work closely with colleagues and counterparts across the Wildlife Trusts movement, sharing idea and best practice, in the spirit of collaboration and continual improvement.
- Undertake any other duties assigned by the Head of Culture & Development that are deemed to be within the scope of the role and the contract of employment.

Knowledge and skills

1. Qualified to CIPD Level 5 as a minimum or willing to work towards Level 5 with equivalent relevant experience.
2. Commitment to own continuous professional development.
3. Proven experience of developing and implementing strategies, policies and procedures.
4. A good knowledge of organisational culture theories and practices.
5. A good knowledge of Equality, Diversity & Inclusion, Sustainability, and Safeguarding.
6. Experience or knowledge of how to develop, influence and drive culture change.
7. Team management experience.
8. Experience within, or an understanding of, the voluntary sector.
9. Experience of inspiring and motivating teams and getting the best out of people.
10. Outstanding organisational skills and good project and time management skills with evidence of the ability to manage multiple projects.
11. Excellent verbal and written communication skills with strong attention to detail, and the ability to build positive relationships with and influence a range of stakeholders.
12. Good analytical skills and experience of producing metrics and writing reports.
13. Is proactive and enthusiastic with a willingness to take responsibility.
14. Can work individually and in a team environment.
15. Has a strong commitment to conservation and wildlife.

Additional information

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.