



## Overview

Role:	Director of HR
Salary:	Voluntary
Hours:	Approximately 8 hours per month
Location:	Remote, except ad-hoc strategy days and events

Purple Field Productions ('PFP') is looking for a Director of HR to join our established international development film company and charity.

As a Director of HR, a successful candidate will need to have expertise across all areas of HR and experience of developing and delivering a HR strategy.

PFP has an experienced Board of Directors and Trustees who are jointly responsible for the overall governance and strategic directions of the charity, its financial health, the probity of its activities, and the development of the organisation's aims, objectives and goals in accordance with the governing document, and the legal and regulatory guidelines.

This is an exciting and unique opportunity at the heart of the organisation, and this post presents a worthwhile opportunity to help advise an innovative organisation through a period of change and development. We are looking for someone who values the volunteer experience and is committed to seeking ways to tackle social stigma and social inequality through the creative use of film and other media to educate and inform.

Apply now to help us continue making films that make a difference.

## About Us

PFP is a UK-based charity working in Africa and Asia since 2004, and this year we are celebrating our 20<sup>th</sup> anniversary. Our latest activities have primarily focused on Malawi, Sierra Leone and Kenya. Our Mission is to work together with local people and filmmakers to produce, distribute and show local language educational films that give help and hope to vulnerable and disadvantaged communities.

Every PFP film seeks to bring about positive change by engaging audiences with themes, characters and subjects that address important challenges facing themselves and their communities.

- We commission, fund and manage film productions
- We train and mentor local film makers
- We partner with other organisations to produce media for their charitable objectives
- We organise film distribution and viewings and promote digital engagement
- We facilitate audience conversations to encourage deeper exploration of issues
- We measure the impact of our films to ensure continued improvement

We produce a range of media from short documentaries and music videos to full-length feature dramas. Our work covers a wide range of subjects, including: health, disability and rights; social prejudice and stigma; agriculture; and environment and conservation.

See our Annual Reports for more information on our work and recent activities:  
[www.purplefieldproductions.org/governance/](http://www.purplefieldproductions.org/governance/)



## Primary responsibilities

- Attend and contribute to quarterly Board meetings and work with the Directors and Trustees in advancing PFP's vision, mission, and strategic goals.
- Develop and deliver PFP's HR strategy. This includes the development and maintenance of employee and associate contracts, company policies and procedures, benefits and training packages, and a positive working environment.
- Lead on the recruitment and onboarding of employees, associates and volunteers, in accordance with the strategy of the Board.
- Work with the Director of Finance on payroll and pensions matters.
- Advise the organisation on compliance with employment law and safeguarding.
- Proactively seek fundraising opportunities.
- Contribute to the effective governance of PFP, including: ensuring PFP is accountable and carrying out its purpose for public benefit; ensuring compliance with the governing document and applicable law; and challenging the management of resources and ensuring financial stability.

## Requirements

- Strong people skills and proven track record of cultivating positive relationships
- Experience of designing and delivering a HR strategy
- Self-motivated and proactive
- Commitment to PFP's purpose and values

## Application

Please submit a short introduction and CV to: [joel@purplefieldproductions.org](mailto:joel@purplefieldproductions.org)

Deadline for application: 31 October 2024

Purple Field Productions is committed to a diverse, equitable and inclusive work environment respecting differences and guaranteeing the same rights to all its employees and partners. We are keen to receive applications from a diverse range of people who embrace our ethos of inclusivity.