

# Head of People, Culture & Place

Role Description and Recruitment Pack



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# Role overview

<b>Title:</b>	Head of People, Culture and Place
<b>Reports to:</b>	Chief Purpose Officer
<b>Responsible for:</b>	People, Culture & Place Team (4 employees, overall staff team of approx. 110)
<b>Hours:</b>	35 hours per week
<b>Contract:</b>	Permanent
<b>Location:</b>	1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per week, or as the organisation requires.
<b>Salary:</b>	£ 55k - £60k plus generous benefits
<b>Closing Date:</b>	Monday 24 <sup>th</sup> March 2025, 9.00 a.m Interviews 1 <sup>st</sup> – 2 <sup>nd</sup> April

## Why this position is important to us

We have a big vision, a bold new strategy, and a growing team who are building something very special at Stewardship. In the last year we have restructured our organisation to better align with our purpose and strategy, established new executive and leadership teams and have just surpassed 100 employees for the first time. We are at an exciting inflection point for our people and culture and, with the upcoming retirement of our current Head of People Culture and Place, we are now searching for the best candidate to continue this change.

We are blessed to work every day alongside passionate, dedicated and diligent colleagues who combine their faith, skills and experience to help Christians be the best stewards of the resources God gives them. We are eager to appoint our next Head of People, Culture and Place to lead strategically on our people and place experience and practices so that we have the skills, leadership, structure & culture to succeed in our mission.

## The impact you will have in this role

The scope of this role is significant and puts you at the heart of enabling our strategy and establishing our culture. Your leadership will help our people to thrive and grow as we pursue our mission. You'll be instrumental in developing our excellent culture even further, bringing our Kingdom focused values and behaviours to life for all colleagues and establishing models of servant leadership that underpin our activities and behaviours. As a Leadership Team member you'll be a role model of servant leadership, developing and growing our People, Culture & Place team to deliver operational excellence as a partner to the whole organisation.

# Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

## Our vision and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

# Job detail

## Overview

The Head of People, Culture and Place (PC&P) role will provide strategic leadership and direction on all areas of people experience, culture development, HR practices and our physical environment. You will partner with the Executive and Leadership teams to shape a Christ-centred culture and ensure that Stewardship has the skills, capabilities, leadership and structure to succeed in our mission.

This role goes beyond traditional HR; it integrates people, culture, and workplace strategy to ensure that every employee flourishes in their calling and that Stewardship is recognised by them as an exceptional place to work, to accomplish exceptional things for the Kingdom.

This is a key leadership role, reporting to the Chief Purpose Officer and being part of the wider Leadership Team. The role is responsible for the PC&P Manager, PC&P Administrator, Learning & Engagement Coordinator and Office & Facilities Manager.

## Main responsibilities

Main responsibilities and duties include, but will not be limited to:

### 1. Strategic Leadership of People and Culture:

Design and deliver a People, Culture and Place strategy that aligns with organisational strategy, ensuring Stewardship has the culture, skills, behaviours and capacity to thrive. Key areas include:

- a. **Culture development** – building from a strong foundation towards an even greater culture and experience that all team members build together.
- b. **Talent & Learning** – Developing a high-performance team with clear career pathways for all, a culture of continuous learning, and excellent support and coaching for and from line managers.
- c. **Wellbeing & Engagement** – Fostering a healthy, motivated and engaged team where employee voice influences decision making and wellbeing initiatives help people to burn bright, not burn out, in their roles.
- d. **Leadership Development** – embedding principles of Servant Leadership to nurture strong, values-driven leaders, whose natural talents and gifts are spotted and developed across all levels.
- e. **Reward and Recognition** – regularly benchmarking salary and benefits which, coupled with our culture and employee experience, position Stewardship as an ‘Employer of Choice’ for Christians in or considering a first move into our sector.

Act as a trusted advisor to the Executive Team (ET) and Leadership Team (LT), providing strategic counsel on culture development, workforce trends, organisational design and HR best practices, to ensure a fully integrated approach to People and Culture across our organisation. This will include

regular reports at quarterly meetings of our People Culture & Place Trustees' Committee alongside members of the Executive Team.

Be an active member of the Leadership Team, and an exemplar of our culture, values and behaviours to colleagues. Contribute to wider corporate strategy development and operational success through strong collaboration and partnering with other leaders and their teams.

Lead, develop and empower the PC&P team, ensuring they have the skills, capacity and support to execute effectively, build our culture and to thrive in their roles.

## 2. People Practices & Employee Experience:

Oversee all aspects of the employee experience lifecycle, including:

- a. **Attraction, recruitment & onboarding** – ensuring a seamless, values-driven hiring experience that attracts high-calibre, committed Christians aligned with our vision and mission.
- b. **Learning & development** – creating structured pathways for professional, leadership and spiritual growth.
- c. **Progression & performance** – aligning individual, team and organisational goals to clear performance frameworks and a strategic resource plan.
- d. **Offboarding, leavers and alumni engagement** – ensuring positive transitions away from Stewardship and maintaining a strong network of former employees who advocate for us as an employer in the sector.

Provide expert advice, guidance and support to leaders, managers and employees on employment law, HR best practices, and complex employment relations issues.

Ensure all HR activities, policies and procedures are legally compliant, aligned with Stewardship's value and reflective of sector best practices.

Oversee and optimise HR Information Systems and data analytics, so that technology supports efficient processes, enriches the employee experience, and provides valuable workforce insights to Leadership, Exec and Trustees.

Develop and oversee the annual PC&P budget, monitoring expenditure and ensuring financial efficiency.

## 3. Place Strategy and Hybrid working

Define and implement the Place Strategy, shaping how Stewardship uses office space, approaches hybrid and other working practices, supports remote workers, and balances flexibility with connection and cultural cohesion.

Set a vision for best in-person working and visitor experiences, where Unreasonable Hospitality blends workplace productivity to create an office environment that is inspiring, attractive, safe and fit for purpose.

Oversee workplace culture initiatives, ensuring they foster belonging, community, and shared purpose.

Ensure that appropriate Health & Safety policies and practices are in place and monitored regularly by the Office & Facilities Manager.

## It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.
- You are values-driven and servant-hearted. Ensuring that the 'way we do things' is as important as 'what we do', modelling our values and creating an environment where everyone belongs, is empowered, valued and listen to.
- You will be passionate about nurturing incredible workplace and team cultures that bring values to life in tangible ways and create distinct strategic advantages within purpose-driven organisations.
- You will love to lead your team, motivating them to understand how their role fits with the mission of Stewardship, encouraging them to excel, coaching them to develop their skills, and modelling leadership.
- You will be passionate about people. How they can thrive in their work. The importance of belonging, the value of different voices, and the different support that individuals and teams will need to grow.
- You will be an expert in all things HR, People & Culture. You will be flexible and innovative in your approach, working in partnership with other teams to deliver solutions or activities that fit best in the Stewardship context.
- You will be a strategic thinker, able to translate external and other drivers into the work of the PC&P team. Always seeking to identify improved ways of working, and happy to constructively challenge to improve our activities or our culture.

# Desired skills and experience

Skills and experience	Essential	Desirable
Meet our Occupational Requirement to be a practicing Christian as an active member of a local church and able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Experience of senior leadership within a HR setting. With experience of leading and implementing People & Culture strategies, working at a strategic level across an organisation.	✓	
A Chartered Member of the CIPD, Level 7 qualified, committed to ongoing personal development	✓	
Extensive experience of leading teams. Preferably within a people and culture context.	✓	
Exceptional people skills. Able to develop good relationships with all employees, managing conflicts, encouraging collaboration, building trust and maintaining confidentiality.	✓	
Up to date knowledge and experience of applying UK employment legislation, best practice and emerging trends	✓	
Commitment to and experience of embedding Equity, Diversity and Inclusion across organisations.	✓	
Excellent communication skills, both oral and written, and be able to communicate clearly and effectively. You are an active listener able to build trust. You're able to explain things clearly, remain calm under pressure and are able to connect and collaborate with people of all ages, experience, and background.	✓	
Experience of managing HR Information Systems and implementing digital solutions. Experience of using HR metrics to evidence strategic change.	✓	
Creative, flexible and innovative, able to find solutions within an ever-changing environment and competing priorities.	✓	
Experience of working at a senior level within the charity sector		✓
Experience of overseeing premises, facilities and health & safety		✓



# Working for us

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**Q. What are the usual working hours?**

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

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**Q. How much Annual Leave do you offer?**

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

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**Q. What are the pension arrangements?**

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).  
A salary sacrifice scheme for personal contributions is also available.

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**Q. Is it possible to work from home?**

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each week, or as required by the organisation.

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**Q. What staff benefits do you offer?**

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
  - Contribution to your charitable giving account
  - Long service awards
  - Participation in the Cycle to Work Scheme
  - Death in Service benefit (Day 1 benefit)
  - Option to join a Health Cash Plan
  - Interest-free season ticket loan
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# How to apply



## Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



## How to apply for this position

You can apply online for this role at [www.stewardship.org.uk/about-us/careers](http://www.stewardship.org.uk/about-us/careers)

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



## Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture and Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)