

## Head of People

Location:	Helen Bamber Foundation office, Camden and Old Street, London
Responsible to:	CEO
Hours:	Part-time 3 days (22.5 hours per week), 1-2 days in the office
Salary:	£50,000 pro rata
Benefits:	27 days holiday (pro-rata) plus 4% matched pension contribution

### OVERVIEW OF THE ROLE

The **Head of People** is a new role for the organisation and you will be joining us at an exciting time, as we are moving into new offices and seek to drive forward our new 2025-2030 strategy. This role will play a pivotal role in implementing our objective to be an employer of choice, maintaining and evolving our strong team culture, and strengthening our position as leader in evidence based management and leadership practices. In this role you will be supported to develop the capacity, capability and human resource systems of the organisation to achieve impact at scale with a strong and effective team and will work in close collaboration with the CEO, the members of the Executive Leadership Team and Management Team as well as the Senior HR and Operations Officer.

You will provide leadership in developing and implementing our People and Culture strategic objectives. Some of your immediate priorities will be undertaking a review of our current policies and systems, preparing for our Pay and Benefits Review and setting up a Wellbeing Review and Consultation. You will also be asked to undertake a review of our equality, diversity and inclusion policy and the accompanying anti-racism action plan. You will bring your expertise in people and human resources to help secure the organisation's long-term sustainability and impact.

It is an exciting time to be joining us and you will help ensure we build upon our success to date to increase impact, income and team satisfaction. We would like to hear from you, whatever your background. We do not believe that prior charity experience is necessary for this role, please do apply if you believe you have the skills, experience and confidence to make a people and strategic contribution to our ambition to grow impact with our team.

### BACKGROUND

The Helen Bamber Foundation (HBF) is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of trafficking and torture, including gender-based and 'honour-based' violence. Recognising the complexity of each client's suffering and needs, the Foundation provides specialist medical consultation, therapeutic care, legal protection and practical support to survivors of human rights violations by helping men, women and children heal the emotional and physical damage they have suffered

through torture, trafficking or other forms of cruelty. We take the learning from our work to develop partnerships to increase survivors' access to services, and use the learning generated by our clients and partners to drive system change.

*Since August 2020, Asylum Aid has been part of the Helen Bamber Foundation Group. Asylum Aid operates as an independent charity, led by its own Executive Director within the group structure, and is ambitious about growing its impact and reach in the future to ensure protection from persecution for those who need it.* For over thirty years, Asylum Aid has been providing legal representation to some of the most vulnerable people seeking asylum. It has built an expert service, delivering vital and life-saving services in some of the most complex legal cases, with a particular speciality working with unaccompanied children, survivors of trafficking, torture or other forms of human cruelty, and stateless people. *In this role you will support both charities alongside the CEO, Executive Director of Asylum Aid and Senior HR and Operations Officer.*

## EQUAL OPPORTUNITIES

The Helen Bamber Foundation is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from those from Black, Asian, Minority-Ethnic, refugee and migrant backgrounds.

## MAIN DUTIES AND RESPONSIBILITIES

1. Strategic leadership of the People and Culture function
  - Lead the development and implementation of a HR Strategy in light of the wider organisational Strategy.
  - Working with the CEO and Executive Director of Asylum Aid, develop a robust organisational structure that supports the delivery of the new strategy and financial planning.
  - Annually review and assess policies and systems relating to people and culture and oversee an action plan to strengthen, improve and align them with best practice.
  - Lead the development of a recruitment and retention plan, including the introduction of regular reviews of contracts, job descriptions, advertising practice and exit interviews.
  - Lead the annual Pay and Benefits Review, including developing new processes where relevant.
  - Working closely with the CEO, Executive Director of Asylum Aid and the chair, support the work of the Board of Trustees' People and Governance committee.
  - Support the Board of Trustees' People & Governance Committee with Board succession planning and trustee recruitment.
  - Responsible for the updating, implementation and delivery of organisational grievance, disciplinary and performance management processes.
  - Oversee the creating of an organisational development and training plan, liaising with the Volunteer and Training Coordinator and the Senior HR and Operations Officer.

- Drive forward the organisational Equality, Diversity and Inclusion policy, including the anti-racism action plan, to strengthen organisational diversity and inclusion of experts by experience at all levels of organisational decision making, including the hosting of anti-racism townhalls and wider inclusion initiatives.
- 2. Management and supervision**
- Management of the Senior HR and Operations Officer who in turn has joint line management responsibility for the Facilities Assistant.
  - Support the recruitment and induction of new staff members as needed.
  - Provide or advise on the procurement of training around people and culture to meet the needs of the organisation.
  - Conduct reviews of key themes arising from staff surveys and exit interviews to inform staff wellbeing and retention activity.
  - Oversee the introduction, use and maintenance of staff HR files and HR support systems.
  - Ensure that office health and safety policies are effective, implemented and followed.
  - Liaise with the internal GDPR leads to ensure compliance of people and culture function with GDPR.
- 3. General Duties**
- Work closely with other members of the management team to support organisational leadership and oversight.
  - Attend weekly management meetings and quarterly away days.
  - Support the delivery of quarterly whole team away days and monthly staff meetings.
  - Lead the monitoring and evaluation of staff satisfaction and engagement.
  - Support the CEO in external events, training and fundraising where appropriate.

## PERSON SPECIFICATION

Essential knowledge, skills & experience

### Experience

- A relevant professional qualification in human resources or substantial relevant on the job experience
- Track record of achievement in a senior people and culture or human resources management role.
- Demonstrable experience in people and culture leadership
- A thorough understanding of best practices in setting and managing organisational people and culture and day-to-day management of policy implementation.
- Experience of preparing reports to senior executives and or Board members.
- Proven track record of building, developing and managing teams and supporting others to do so.
- Experience of working successfully as part of a senior leadership team.

- Experience of managing change and growth within the context of strategic development of the people and culture function.
- Knowledge and experience of charity people and culture environments would be an advantage but is not necessary.
- Experience of operating at a senior level within a role which requires an organisation-wide, cross-functional perspective on issues, challenges and opportunities would be an advantage.

#### **Skills and Abilities:**

- Ability to build trust and respect internally and externally, including with trustees, partners and clients.
- Ability to demonstrate tact and diplomacy.
- Ability to work at pace and across multiple projects whilst maintaining exemplary accuracy and quality of work.
- Ability to work autonomously and deliver high quality outputs.
- Ability to demonstrate excellent leadership and management capability.
- Strong collaborative approach to team working and ability to lead and motivate staff teams and external stakeholders.
- Ability to produce high quality communications for a range of stakeholders.
- Ability to think laterally and develop creative and innovative solutions.
- Advanced computer skills in MS Office programs, particularly Excel.
- Demonstrable commitment to the Helen Bamber Foundations Group's core values.

#### **RECRUITMENT PROCESS**

Please note that you will require the right to work in the UK and the successful candidate will be offered the job subject to suitable references and a DBS check. If appointed, you will be required to give your consent to HBF to receive regular updates on your criminal records status throughout your employment.

Please submit an up to date CV and a covering letter, no longer than 2 pages, by 9am on 1<sup>st</sup> July 2024 by outlining your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to [jobs@helenbamber.org](mailto:jobs@helenbamber.org). Please state in your covering letter when you would be available to start the role. Longlisted candidates are scheduled to be invited to a short introductory interview of 15 minutes on the 9<sup>th</sup> or 10<sup>th</sup> July. Shortlisted candidates are scheduled to be invited to interview in the week commencing 15th July and will be conducted either in person or where needed via Zoom.

We particularly welcome applications from those from Black, Asian, Minority-Ethnic, refugee and migrant backgrounds.

Bruges Place, 15-20 Baynes Street, London, NW1 0TF (Entrance via Randolph St)  
T: 020 3058 2020 | E: [reception@helenbamber.org](mailto:reception@helenbamber.org) | [helenbamber.org](http://helenbamber.org) | [@HelenBamber](https://www.instagram.com/HelenBamber)



If you have any questions or would like to speak to someone about the role please contact Kerry Smith, Chief Executive Officer at [Kerry.Smith@helenbamber.org](mailto:Kerry.Smith@helenbamber.org).