



People/HR Lead, Business Partner (HR), Head of People & Culture Job Description

Do you want to make life better for LGBT+ victims and survivors of abuse?

Galop, the UK's LGBT+ anti-abuse charity, is seeking an individual to lead, shape and deliver our HR, people and culture strategy. This is an excellent opportunity for either an experienced HR leader looking to make their mark or an ambitious HR professional looking for the chance to step up to a leadership role. We are looking for someone passionate about our work and staff, excited to contribute fresh ideas to our people strategy, and prepared to work on the detail.

Galop works directly with thousands of LGBT+ people who have experienced abuse and violence every year. We specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime, and other forms of abuse including honour-based abuse, forced marriage, and so-called conversion therapies. We are a service run by LGBT+ people, for LGBT+ people, and the needs of our community are at the centre of what we do.

At Galop, we believe in equity and understand the importance of inclusion for staff with a wide range of lived experience. No matter your age, race, faith, orientation, gender identity, disability, or class, we want you to feel welcome here. To that end Galop has a multi-year Equity, Diversity, and Inclusion plan in place, currently focusing on equity and inclusion for trans staff and staff members of colour. We are committed to listening and

learning, and to constant improvement. We believe it is our job to make sure that all our staff, particularly those from minoritised backgrounds, feel welcome, safe, and able to thrive at Galop.

We also recognise imposter syndrome and the impact it may have on your submitting an application. This role is about getting the right person who shares our values, understands the barriers that can be faced by our community and who really wants to make a difference. This is why this Job Description is flexible. If you have experience in People/HR roles and feel you can make a difference, please submit an application.

About the Role

This is a key Senior Management Team post and that will work closely with the CEO and Senior Leadership Team to feed into the organisations strategic objectives. This role will deliver our Learning and Development; Equality, Diversity and Inclusion; and Wellbeing strategies; as well as being a key agent for promoting an inclusive and value centred culture. This work is currently being delivered by an external HR professional who is able to offer support and development to someone stepping up to this role or to step away and handover to a more experienced individual.

The post holder should have experience supporting line managers and employees, providing practical, solutions oriented advice. They should be comfortable using their professional judgement and utilising data and metrics to make decisions and influence. They should be familiar with UK employment legislation and keep up to date with any changes affecting the organisation.

The successful candidate will join the organisation's Support Function, and would be expected to work collaboratively with the Financial Controller and Senior Operations and Facilities Manager to lead the team. This role will line manage an administrator.

Typical duties might include:

- People management
 - Provide HR advice on sensitive and complex people issues, ensuring appropriate actions are taken, and risk is minimized.
 - Coach, educate and guide managers to ensure strong employee relations, effective wellbeing management and consistency in the delivery of HR processes.
 - Understand the culture of the organization and foster trust across the employee body.
- Data and reporting
 - Provide CEO, Senior Leadership and Management teams with appropriate and timely reports, as well as feed into quarterly Board Reports
 - Oversee and monitor HR systems and data to ensure confidentiality, completeness and that data is secured in line with legislative requirements
 - Oversee delivery of staff survey, provide analysis and publish results.
- Policy and Processes
 - Maintain up to date knowledge of UK employment legislation and associated legislative changes.
 - Ensure the organisations People/HR policies and processes are legally compliant and reflect best practice, whilst meeting the needs of the organisation.
 - Proactively identify risks, and provide and implement solutions.
- Strategic development & delivery
 - Lead delivery on our Learning and Development; Equality, Diversity and Inclusion; and Wellbeing strategies
 - Support ongoing work to develop a culture in line with our values, which allows our employees to feel engaged, valued, safe and respected.
 - Influence and advise the CEO and Senior Leadership and management team on key strategic decision on matters relating to people and culture.

Due to the nature of the role, it is anticipated that this role will work mostly from the Galop building in central London, but can support some working from home.

About you

The below list is a guide for the kind of skills and experience we'd like you to have – but you don't have to have it all to be considered. We recognise that your experience may be from unpaid roles as well as formal employment. We want to know why you're the right person for this role, not whether you've been given the right opportunities.

Experience and Knowledge	Essential (E) or Desirable (D)
Experience in a varied, generalist HR role equivalent to CIPD Level 5 (qualification itself not essential).	E
Experience of overseeing processes and procedures and managing the full employee cycle.	E
Experience managing complex employee relationship issues and coaching others on HR issues.	E
Excellent knowledge of employment law, EDI best practice, and HR best practice, with a commitment to consistently developing this knowledge.	E
The ability to work with HR systems and data to produce reports.	E
Knowledge of LGBT+ experiences and intersectionality, and how this may relate to HR practice within an organisation like Galop	D
Experience of influencing and liaising at senior management level.	D
Experience of managing organizational change, and developing processes, culture and strategy.	D
Experience of Workforce Planning, resourcing for the future including working with volunteers	D
Understanding of charity governance or experience working in the not-for-profit sector.	D
Skills	
Excellent written and verbal communication and presentation skills, able to present complex information to a range of audiences.	E
Ability to maintain confidentiality and act with respect, discretion and diplomacy.	E

Ability to establish, build and maintain successful professional relationships with staff and external stakeholders.	E
Excellent leadership skills with the ability to develop and motivate others.	E
Resilient; able to model good self-care.	E
Ability to combine attention to detail with a broad perspective, with experience of using qualitative and quantitative methods to make strategic business cases.	D
Confidence and ability to constructively challenge, initiate and manage change.	D

Location

Hybrid – this role requires some working days to be in our central London office, and some days working from home.

Hours

0.8 - 1 FTE, Part-time (28 hours per week) or Full-time (35 hours per week)

Contract

Permanent

Reports to:

Anna Cuthbert – Financial Controller

Salary

Salary scale - £39,534.35 - £52,437.21 (including inner London Weighting of £4,009.14 which is available to staff who live in London and/or work from the Galop office in central London). Dependent on experience and pro-rated for part time roles.

Benefits:

-Employee Referral Scheme: refer a friend to apply to work at Galop and receive £100 if they are successful.

-Eye Health Policy: receive financial contributions towards eye health checks and glasses.

-Vaccination Reimbursement: financial reimbursement for Covid and Flu vaccinations.

- Flexi Working Available: talk to your line manager to find a working pattern that best suits your needs.
- Rental Deposit Scheme: we offer interest free loans to employees to aid with paying deposits on rental properties.
- Employee Assistance Programme and Clinical Supervision: Access to a 24/7 Employee Assistance Programme for support and wellbeing at work and Clinical Supervision from external supervisors to aid with welfare at work.
- Annual leave – 25 days (excluding bank holidays) and increases by one additional day for each year of service up to a maximum of 30 days. The three working days between the bank holidays for Christmas/Boxing day will be awarded as additional leave each year.
- Sabbatical Leave – After three years' continuous employment, employees may apply for up to 52 weeks unpaid sabbatical leave.
- Enhanced Sickness, family leave and compassionate leave.

Closing Date

Applications should be submitted by midnight on Sunday 11th February. Interviews will be held on Wednesday 21st February.

Questions?

If you have any questions or would like to discuss the role further prior to application, please contact Anna Cuthbert, She/her, Financial Controller on anna@galop.org.uk