

Job Description

Position:	Director of People & Culture
Reports to:	CEO
Line Manages:	Company Administrator Volunteer Coordinator
Contract:	Part time, permanent contract, 30 hours per week.
Salary:	£42-45k pro rata
Location:	Farnham Maltings
Last Updated:	May 2024

Role summary

The Director of People & Culture (DPC) is a key member of the Executive Team and plays a pivotal role in shaping our company culture, ensuring the effective recruitment, well-being, performance and development of our dedicated team members and volunteers.

The DPC is responsible for building on and strengthening our people and volunteering strategy, policy and working with our line managers to lead on best practices in employee management, organisational culture, diversity and inclusion, reward and recognition and Human Resources related matters.

1. Key objectives and Responsibilities:

- 1.1 Lead the HR and board function of Farnham Maltings and bring to the table the key people and culture considerations to our strategy and business.
- 1.2 Attract new and diverse people and volunteers with an inclusive recruitment and onboarding strategy.
- 1.3 Nurture our existing team through a people and values centred culture and ensuring high quality people management across the organisation.
- 1.4 Nourish our team through training, personal development, and career growth, including succession planning and coaching / mentoring.
- 1.5 Ensure excellent, compliant policies and procedures that support everyone and able to run key annual people processes such as goal setting, pay review and performance reviews.
- 1.6 Develop our Volunteer Strategy.

2. Duties:

2.1 Executive leadership of the people function.

- Develop and implement proactive HR strategies and initiatives aligned with the overall business strategy and organisational values.
- Liaise with the Senior Management Team (SMT), Executive Team and Trustees to provide strategic counsel, advice and support on all people and volunteer matters.
- Identify and manage the strategic and operational people and volunteering risks.

- Oversee the day-to-day management of the HR and volunteering team – prioritising and planning effectively.
- Implement good lines of communication and working relationships with all departments across the organisation, being a point of call for all staff.
- Coach the executive team to be effective and high performing.
- Quarterly meetings with the People Committee and report outcomes to the board of trustees through quarterly board meetings.

2.2 Attract new and diverse people and volunteers.

- Develop Farnham Maltings employment brand and online presence as linked to being an employer of choice in Farnham and the surrounding area.
- Assess, improve, and innovate Farnham Maltings recruitment and selection process through job descriptions, advertising approach, recruitment packs, application formats, interview processes and offer strategies.
- Manage employee onboarding and offboarding processes, integrating new staff into the working culture of Farnham Maltings.
- Ensure recruitment results in diverse applications and shortlists – using data to monitor progress.

2.3 People and values led culture and high-quality people management

- Develop the quality of people management across the organisation ensuring confidence to follow our people policies and procedures.
- Oversee and manage personal development review processes that drive high performance.
- Ensure diversity strategies are embedded into the organisational culture.
- Maintain employee records and ensure compliance with relevant employment laws and regulations.
- Oversee the nurturing of a positive working environment.
- Maintain and develop the staff welfare programme, creating fun, sociable events that bring the team together and support staff well-being and cohesion. Supported by the Company Administrator.
- Maintain across the organisation a culture with an awareness of mental health, well-being, inclusive language, dignity and belonging.
- Accessibility Lead, coordinating the accessibility champions, driving actions, and reporting back to the SMT. Developing disability confidence over time.

2.4 Training and development

- Create a training and development plan for the organisation to help staff fulfil their potential and build the skills for the future.
- Oversee organisation of the training for all senior managers to ensure consistent line-management across the organisation, supported by the Company Administrator.
- Measure impact of training and skills and talent development
- In collaboration with the Exec Team and People Committee, develop and support effective succession planning and the required skills to step into roles.

2.5 Ensure excellent policies and procedures

- Pro-actively revise, uphold and review staff policies, ensuring that they are aligned to the organisations purpose and values, meet the requirements of the business, and support the annual cycle of people activity, including salary

review, internal progression, performance management and employee engagement activities.

- Monitor the HR budgets, ensuring controls are adhered to and accurate financial information is delivered to the finance department in a timely manner.
- Lead complex employee relations matters and / or support line managers with this area.
- Oversee occupational health referrals and provide pastoral support and advice to employees when relevant.
- Overall safeguarding lead and oversee all updates and implementation of safeguarding policies, processes, and training across the business.
- Ensure legal compliance throughout HR management.
- Explore options for an effective HR system.
- Oversee all stages of the employee life cycle working with line management, including but not limited to flexible working requests, disciplinary issues, grievances and employee performance matters.
- Support the Finance Director on monthly payroll submission and conducting checks and preparing the business case for pay review.
- Review and update HR policies in accordance with legal requirements and industry best practice.
- Provide support to the Operations Manager on relevant risk assessments, health and safety compliance and fire procedure for staff and volunteers.

2.6 Volunteering strategy and plan.

- Manage the Volunteer Coordinator and support with complex matters that may arise. Report back to the Exec Team and People Committee on the volunteer programme.

The list of duties above is not exhaustive and the post holder may be required to undertake other duties as may be considered reasonably within the remit of the post of Director of People & Culture from time to time.

Person Specification

	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none"> Evidence of continued professional development CIPD Level 5 	<ul style="list-style-type: none"> CIPD Level 7 Coaching
Experience	<ul style="list-style-type: none"> Managing and inspiring diverse teams Line management experience Building and maintaining key contacts Proven experience as a senior HR Manager or similar roles Ability to handle confidential information with discretion Demonstrated ability to build trusted relationships with employees at all levels of the organisation 	<ul style="list-style-type: none"> Working in a multi-strand arts business or charity Supporting with payroll Board interaction Coaching experience
Skills/knowledge	<ul style="list-style-type: none"> HR processes and best practice including employment law High levels of literacy and numeracy, with an eye for detail and accuracy. Aware of commercials which need to be factored into choices. Ability to recruit, organise, supervise, train and inspire teams Excellent office administration and organisational skills Ability to tailor communications to the needs of different audiences 	<ul style="list-style-type: none"> Creative thinker Training capability
Personal characteristics	<ul style="list-style-type: none"> Self-motivated and able to work under pressure to meet targets and deadlines without supervision – excellent time management An interest in the arts and charity Pro-active, enthusiastic and positive in communications and engagement Able to work independently and within a team Able to shape strategies and decisions using Values and a people centric approach 	<ul style="list-style-type: none"> Keen to undertake continued professional development

	<ul style="list-style-type: none">• Able to liaise effectively with a wide range of people including the Board of Directors• Ability to recognize and respond to opportunities• Efficient and methodical• Positive, can-do attitude and willingness to embrace the ethos and values of Farnham Maltings	
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