

We Belong – People and Culture Manager (Manchester)

	Role Description
	People and Culture Manager
Reporting to:	CEO
Organisation purpose:	We Belong exists to ensure young migrants living in the UK are treated equally and fairly in the society they call home. We Belong works with and for young migrants to hold those in power to account and fight for wider reform. We do this by breaking down barriers through direct advocacy, strategic litigation, campaigning, equipping young migrants to be leaders and set agendas within the migration sector. We also provide support by giving accurate information on student finance rules, providing various opportunities and make referrals to organisations for young people to get the legal advice they need.
Context	We Belong team works exclusively with young people who have migrated to the UK and support young people who are impacted by hostile immigration policies and to enable these young people to challenge these policies themselves.
Role purpose:	The People and Culture Manager is responsible for overseeing and strengthening the organisation's Human Resources function, ensuring that staff are well-supported, processes are legally compliant, and that workplace culture reflects the organisation's values of lived experience, empowerment and inclusivity. The role requires both professional HR expertise and an understanding of how trauma, lived experience, and care considerations should inform organisational policies and staff management.
Key accountabilities	Key activities/tasks

<i>HR Strategy and Compliance</i>	• Develop and implement We Belong's HR strategies, policies, and procedures aligned with the organisation's mission and values. • Ensure compliance with employment law, safeguarding regulations, and HR best practice. • Provide regular HR reports and insights to the CEO and Board, highlighting risks, trends, and opportunities.
<i>Recruitment Retention and Development</i>	• Lead on recruitment, selection, and onboarding processes, ensuring inclusive and equitable practices. • Oversee induction, probation, appraisal, and performance management processes. • Support workforce planning, role design, and succession planning. • Promote staff development by coordinating training, coaching, and career progression opportunities.
<i>Staff Welfare and Support</i>	• Champion staff wellbeing, providing HR guidance that reflects principles of trauma-informed care. • Build a positive organisational culture that values lived experience and diversity. • Act as a point of contact for staff concerns, ensuring they are addressed fairly and with sensitivity. • Ensure effective processes are in place for managing absence, sickness, and return-to-work support.
<i>Employee Relations and Performance</i>	• Provide support to We Belong Managers on the HR elements of supervision, performance, and line management. • Advise managers on handling employee relations issues (disciplinary, grievance, conflict resolution). • Provide structured feedback and recommendations to improve staff engagement and performance. • Promote open communication and a collaborative working environment.

HR Administration & Systems	HR Administration & Systems • Oversee the accurate management of staff records, including contracts, leave, sickness, and training. • Ensure data protection and confidentiality in all HR processes. • Implement and maintain HR systems that streamline administration and reporting
General responsibilities	• Attending and participating in internal meetings as required • Being a positive, cooperative and constructive team member, upholding the values of We Belong, complying with We Belong's monitoring and recording requirements • Carrying out all work with due regard to We Belong's policies and procedures, including safeguarding and staff safety • Promoting Equality and Diversity principles in all aspects of work.
Other duties	• Carrying out any other duties which fall reasonably within this role.



Essential Knowledge, Skills & Experience

Essential

- CIPD qualification (Level 5 or above) or equivalent HR professional accreditation.
- Proven HR management experience, ideally in a charity, care, or lived-experience-led organisation.
- Strong knowledge of employment law and HR compliance requirements.
- Demonstrated understanding of trauma-informed practice and the value of lived experience in shaping workforce culture.
- Excellent communication, influencing, and relationship-building skills.
- Ability to handle sensitive and confidential matters with discretion.

Desirable

- Experience working in health, social care, or community-focused organisations.
- Knowledge of safeguarding and wellbeing frameworks.
- Experience in organisational change, workforce development, and culture

Qualities

- Highly organised, detail-focused individual who can be trusted to operate efficient systems and processes
 - Prepared to work collaboratively with our team, support a dynamic young CEO, and uphold our mission, vision and values at all times
 - Shows due care and attention to the needs of others for clear communication and flexibility of approach in the operation of tasks
- Emotionally intelligent individual who is able to contribute to a safe and positive working environment for our staff and volunteers

Other requirements

- Prepared to work out of hours occasionally
- Willing to attend training to stay updated on areas relevant to the role and the charity.

May 2026