



Anna Freud

Job Profile

Job title	Employee Engagement Partner
Reporting to	Head of Organisational Development
Employer	Anna Freud
Salary	£42,000 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours at our London site (4-8 Rodney Street, London N1 9JH).
Working hours	Full-time (35 hours per week): usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The Employee Engagement Partner will be involved in developing, implementing and embedding an inclusive people-focused culture that is aligned to Anna Freud's values. Reporting to and supporting the Head of Organisational Development, the post-holder will assist in the design and implementation of our staff engagement, wellbeing, and employee recognition initiatives.

The post-holder will work across the organisation to identify opportunities to directly support positive culture-change by providing expert guidance to deliver strategic engagement plans.

Main responsibilities of the role

- Implement the end to end process of employee engagement surveys;
- Develop and deliver engagement events and meetings throughout the year;
- Work together with the members of the People and Culture team to identify opportunities to improve employee experience and culture and embed our values and behaviours through the organisation;
- Organise and deliver recognition and reward initiatives including employee awards activities, social gatherings and any other relevant activities;
- Create proactive approaches to wellbeing in order to drive physical and mental employee wellbeing;
- Assess the impact that people practices and policies have on the employee experience;
- Use key performance indicators to regularly evaluate the effectiveness of initiatives making adjustments as required;
- Develop effective relationships with staff networks and stakeholders, creating a feedback loop into engagement activities;
- Keep up to date with current thinking and trends driving employee engagement.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job

description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Experience and/or knowledge	
Confident in developing employee engagement action plans based on audience analysis and feedback, using a multi-channel approach to engage diverse audiences	Application/Interview
Knowledge of employee engagement current thinking and trends	Application/Interview
Experience of analysing and presenting complex information in an engaging way to diverse audiences	Interview/Task
End-to-end project management of employee engagement surveys and activities, and providing delivery, insight, analysis and recommendations from the results	Application/interview
Skills and/or abilities	
Designing, planning and delivering colleague engagement meetings and events	Interview
Experience of engaging with and developing employee forums	Interview
Building and maintaining stakeholder relationships and acting as a trusted advisor at all levels, including senior leaders	Interview
Identifying opportunities to engage employees working in a hybrid environment at different levels in creative and interesting ways	Interview
Strong communication skills, including good written and presentation skills	Application/interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.