



People Manager

Candidate pack



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Charity No. 1098744

Hello from our leadership team

4.3 million children are growing up in poverty right now across the UK, and that number is only set to rise.

Are you passionate about bringing them opportunities to achieve better results, better jobs and better futures? Are you ambitious and keen to help building the profile of our game-changing work? And are you looking for your first role or early career move, collaborating with a highly skilled fundraising team, insight team and our magic coaches to amplify youth voice and raise the profile of Greenhouse Sports?

If the answer is yes, then our Digital Marketing and Communications Officer role might be for you, so read on.

There are many reasons why the work Greenhouse Sports does is important. We support young people impacted by poverty because the crisis for them is real and urgent. They are at greater risk of leaving school with no qualifications, face poorer job prospects and are more likely to develop mental health problems. We believe that every child should have a fair chance to succeed and our work improves their health, happiness and future prospects through sports coaching and mentoring they wouldn't otherwise have access to.

We're a medium sized charity but our work and impact is far-reaching and we think big! For everyone employed at Greenhouse Sports, it's more than just a job. From our coaches on the front-line, to our office team – we all truly want the same thing: to make a positive difference to the lives of young people.

We are focused and professional in meeting goals, and passionate about developing every person who is part of our 'Team for Life', but know that it is important everyone maintains a healthy work-life balance and feels well looked after. This role will be an integral part of a team which was recently awarded Sunday Times Best Place to work 2024.

If this sounds like something you want to be part of I hope you will consider joining the Greenhouse family.

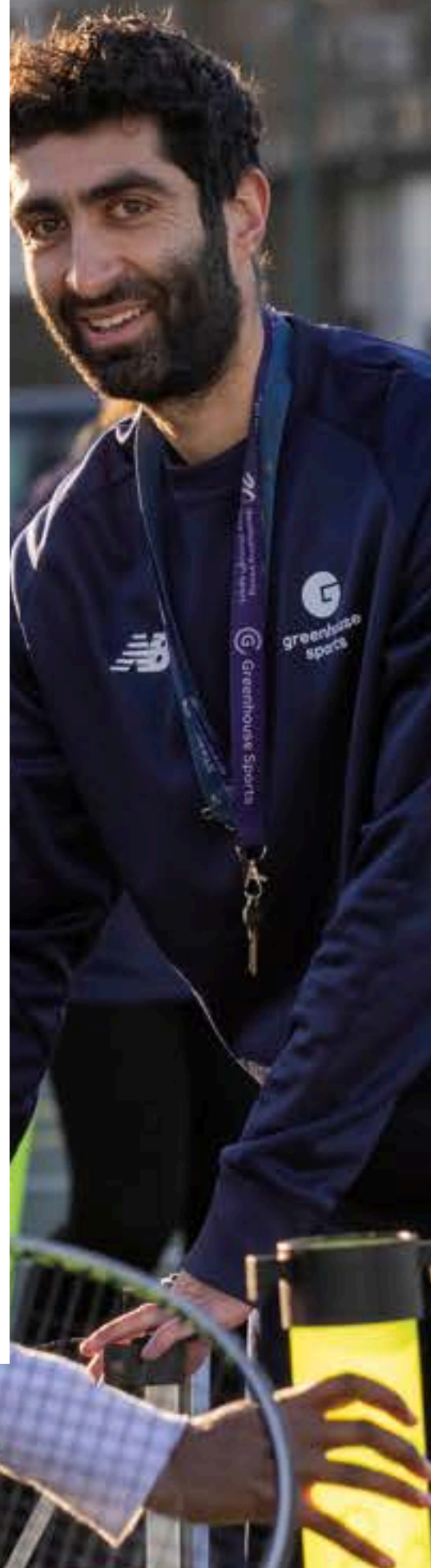
Adam Whale, Director of People and Culture

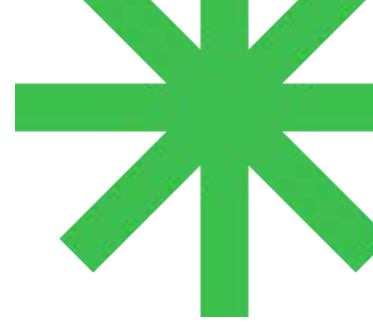


The important stuff

Benefits of working here

- A **flexible** mix of home and office working, reflective of your role.
- 27 days' **paid holiday** every year (inclusive of a two week organisational closure over Christmas) plus paid bank and public holidays on top. Annual leave also increases by 1 day a year up to 32 days.
- Automatic enrollment onto a **health insurance** plan with Westfield Health, where you can claim money back on things like physiotherapy, eye tests and dental work, and access counselling and GP services.
- Annual personal **wellbeing budget** to spend at BetterSpace, a wellbeing app that provides resources to assist with a proactive approach to a healthy wellbeing.
- 10 fully paid **sick days**.
- Enhanced **maternity** pay after 2 years' service.
- We want to know how you would like your career to develop with us. 40% of our team have been with us over 4 years. We have a strong culture of **internal promotion**, internal management training opportunities, and support for external **CPD** – suitable to your role and ambitions.
- **No long-hours** culture. We value the quality and efficiency of your work – not the length of time you put in.
- **Centrally located** near Marylebone and Baker Street, our community centre and HQ is surrounded by shops, cafes, and bars. You'll get to know the team and connect with the local community we work closely with.





About

Greenhouse Sports

Founded in 2002, Greenhouse Sports is on a mission to change the lives of young people through the power of sport and mentoring.

We work with young people from deprived communities, confronting the harsh realities of child poverty and deprivation—a widespread issue that affects millions across the UK.

Did you know 1 in 4 children living in poverty believe their future will amount to nothing? At Greenhouse Sports, we're committed to changing that. We believe that every child, regardless of background, deserves the opportunity to thrive.

Our coaches are embedded into schools like member of staff, providing daily access to sport, all year round. But their role goes far beyond coaching. As inspiring mentors and trusted role models, they're in each young person's corner, helping them develop vital life skills that extend well beyond the game: social, emotional, thinking, and physical skills. These skills empower young people to stay engaged in their education, build strong connections, and pave their way to a brighter, better future.

As an organisation, we are on an exciting trajectory of growth. Over the past five years, we've expanded significantly, but our mission remains unchanged: to level the playing field for young people across the UK. We're looking for passionate, driven individuals to join our Team for Life—a community of parents, coaches, staff, schools, and supporters, all working together to create opportunities for young people to thrive.

Job Title: People Manager

Salary: £40,000 - £43,000

Department: People

Responsible to: Director of People and Culture

Responsible for: HR Officer

Duration: The role is full-time and permanent (37.5 hours a week). Open to additional flexibility as might be required.

Working pattern: at least 2 days per week in our Head Office in Marylebone, London



Role overview

Reporting to the Director of People and Culture, the People Manager will run the day to day operations of Greenhouse Sport's People function.

Tasked to implement a vision to become an industry leading workplace of inclusivity, with the need to ensure operational excellence and legal compliance, this is a generalist role with a broad remit. The ideal candidate will have an understanding of sport coaching and youth development, a passion for working supportively and collaboratively with our coaches and our office teams and a real desire to understand what it means to be a Greenhouse Sports coach.

You will be willing to get involved in the daily hustle and bustle of a fast paced environment and you'll be comfortable working through change, diplomatic and discrete. Additionally, you'll be solutions focused, calm under pressure and be willing to make a decision when needed.

Ultimately you will be driven to provide a high-class People function that supports our staff in giving every child a fair chance to succeed.

People Manager





Key responsibilities

Recruitment

- Lead the recruitment process, using data and knowledge of market trends to identify opportunities for improvements and changes, with a particular focus on improvements that support the goals in Greenhouse Sports Diversity and Inclusion Action Plan.
- Oversee the Safer Recruitment policy and processes, ensuring that hiring leads have appropriate levels of training and knowledge to carry out their duties effectively.
- Support hiring leads through the recruitment process, taking a lead on shortlisting coach recruitment and assisting with shortlisting elsewhere, attending interviews where required and offering expertise and experience with selection.
- Support the onboarding of volunteers

Inductions

- Support the HR Officer with the induction process, ensuring that every new member of staff is welcomed and inducted to industry leading standards.
- Review and develop the HR and EDI inductions
- Support other departments in the development of high quality induction sessions.

Talent Management

- Work collaboratively with Senior Leadership to create and implement development plans for every member of staff
- Support the Director of People and Culture with the CPD strategy and budget process
- Monitor the completion of annual and bi-monthly reviews, supporting managers with effective use of the process and identifying opportunities to improve the process to support high performance working principles

Employee Relations

- Oversee Greenhouse Sports employee relations processes, ensuring best practice and legal compliance
- Provide support and advice during investigations, disciplinary processes, grievances and redundancies
- Maintain a log and documentation of all employee relations matters
- Support senior leadership with conducting exit interviews.

Team Management

- Manage the HR Officer, supporting their development, setting objectives and ensuring responsibilities and completed effectively.



Key responsibilities

Reward

- Support the HR Officer with the payroll process ensuring the information submitted is accurate and payroll is completed on time.
- Support the Director of People and Culture with the annual pay review, including benchmarking of salaries
- Conduct periodic reviews of benefits offered and propose changes to senior leadership.

Organisational Development

- Annually review job descriptions with managers and ensure an up-to-date record is maintained.
- Annually review the Staff Handbook ensuring legal compliance, as well as proposing changes and improvements, especially where these changes can support the aim of inclusive working.

Organisational Culture

- Be a leading advocate of inclusivity in the workplace and take an active role in the implementation of EDI plans and Diversity and Inclusion Action plans objectives
- Lead the annual staff survey
- Support the senior leadership with taking a lead of any cultural change initiatives
- Be a visible ambassador of Greenhouse Sports values and inclusive ways of working

Safeguarding & Child Protection

- Act as a Deputy Safeguarding Officer for the charity
- Ensure the safety and welfare of all the young people and other users is at the forefront of all Centre operations and activities, including compliance with GS Safeguarding & Child Protection policies and procedures.

Health & Safety (H&S) and compliance

- Ensure compliance with H&S regulations and GS H&S policies and procedures.

Other

- To undertake any other roles that may be discussed and agreed with your manager
- To be part of our on-call duty rota

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.



Experience & skills

Essential Qualifications and Experience

- CIPD qualified - level 5 or equivalent experience
- Demonstrable experience of working in an HR role with a generalist remit, preferably with experience of managing other members of an HR team.

Key Knowledge and Skills

- Strong knowledge of employment law and HR policy development
- Excellent people management skills
- Strong Employee Relations skills with demonstrable evidence of having played an active role in the full spectrum of activities
- Demonstrable passion for EDI and inclusive working with experience of aligning these practices with wider HR objectives.
- Excellent communication and presentation skills, both oral and written
- Excellent planning, organisational and time management skills
- Strong IT skills, including database management, MS Office Excel, Word and Powerpoint.
- Knowledge of HRIS systems

Who you are

- You will have a keen understanding and belief in the Greenhouse Sports Mission
- Leader with high standards
- Discreet, diplomatic and tactful
- Good listener
- Able to build strong relationships with people at all levels
- Able to work independently, taking own initiative to achieve results
- Eye for detail



Equality, diversity & Inclusion

At Greenhouse Sports, diversity isn't just a concept—it's a core part of who we are. We are dedicated to promoting equality of opportunity, ensuring every team member is treated fairly and empowered to thrive based on their individual strengths and potential. Our Diversity Champion Committee leads the way in making sure that our commitment to equity, diversity, and inclusion (ED&I) isn't just a policy—it's deeply woven into our everyday culture.

We take pride in the diverse backgrounds, cultures, and perspectives that make our team special. We know that our differences are our strength, and we're committed to fostering a workplace where everyone feels valued, respected, and encouraged to bring their whole self to work. We're continuously striving to improve in the ED&I space, because creating a truly inclusive environment is at the heart of everything we do.

Our recruitment process could involve one or more interviews; a written or oral assessment; and the on-line completion of psychometric questionnaires. If you are invited to an interview and you have a physical or mental medical condition which could impact on your ability to participate in Greenhouse's recruitment process, please let us know before your interview by emailing the manager who is recruiting for this position.

Interested?

If you're excited to apply, please submit your CV and cover letter via the Greenhouse Sports website. Make sure your cover letter highlights how your skills, experience, and personal qualities align with the role.

For an informal chat or any questions, feel free to reach out to adam.whale@greenhousesports.org

Closing date: Monday 21st October at 17.00

