



**Could you be our
Senior People Manager?**



Together

With and without learning disability



L'ARCHE
In the UK

WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



Laura Harper
National Leader/CEO, L'Arche in the UK

Who We Are

Do you believe in a world where we all belong?

INTRODUCTION

L'Arche is a worldwide federation of people with and without learning disabilities, working together for a world where all belong. We believe in the transforming impact of genuinely mutual relationships between people with and without disabilities.

In the UK, L'Arche is a registered charity with 11 Communities across England, Scotland and Wales. We celebrate people with learning disabilities, and build communities with them rather than for them. We go beyond supporting people's basic needs. We attend to their emotional and inner lives, by building spaces of vibrant friendship, opportunity, spirituality and community life.



OUR DIVERSITY PLEDGE

We will welcome and support applications from people of all backgrounds. We encourage candidates who are disabled, who identify as LGBTQ+, or who are from a minority ethnic background, since these perspectives are currently under-represented.

Our application process is designed to reduce the impact of unconscious biases, and to support people from backgrounds that haven't always been well-represented to contribute to L'Arche.

If there are a few areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn, and to make adjustments to make this job the right fit for the right person.

L'Arche is committed to inclusive working practices, so during the application process we commit to:

- Pay for childcare while you are at any inperson interviews.
- Pay your travel costs to and from interviews.
- Make any reasonable adjustments for the interview process.
- Offer a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If you would like to talk anything through before applying, please contact:

Recruitment@larche.org.uk

WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Senior People Manager
Hours:	37.5 hours per week
Salary:	£50,926 per annum (plus £4074 London Weighting, if applicable)
Location:	Hybrid, based in the London office or within reasonable travelling distance of a L'Arche Community. The role involves working with colleagues across England, Scotland, and Wales.
Travel:	Regular travel across England, Scotland, and Wales is required.
Reports to:	Director of People and Culture
Contract type:	Permanent, full-time
Line management:	Community HR Leads

ABOUT THIS ROLE

The People & Culture team supports L'Arche UK to be a place where people can flourish, belong and contribute their best. The team is responsible for people operations, learning and development, payroll and volunteering across 11 Communities in England, Scotland and Wales and the national office. L'Arche UK employs approximately 600 people in a wide range of roles, including support and care assistants, managers, fundraisers and finance colleagues.

Our People & Culture work enables colleagues to provide Brilliant Care and build Beautiful Community through effective people practices, meaningful learning and an inclusive, values-led culture. The Senior People Manager plays a central role in this work, providing trusted HR leadership, specialist employee relations expertise and strong project delivery in support of the Director of People and Culture.

The Senior People Manager is part of the national People & Culture team and works closely with the HR Advisor, HR Administrator and National Learning and Development Lead. The role line manages Community HR Leads and supports consistent, high-quality people practice across L'Arche UK.

A key purpose of the role is to embed a proactive and compassionate approach to employee relations that promotes early resolution, fairness, accountability and positive working relationships.

The role holder provides expert, practical advice to colleagues, managers and leaders, ensuring that employment law, L'Arche UK policies and good practice are applied fairly and consistently. They will help move the organisation from reactive case management towards a preventative, resolution-focused culture in which concerns are addressed early and informally where appropriate, with a strong emphasis on restoring relationships and learning from experience.



Key Responsibilities

HR OPERATIONS AND EMPLOYEE RELATIONS

- Lead responsive, effective and people-centred HR operations across the employee lifecycle, working with the national People & Culture team and Community HR Leads.
- Provide expert advice and coaching on complex employee relations matters, including performance, health and wellbeing, attendance, disciplinary and grievance processes.
- Build the confidence of Community Leaders and HR Leads to address concerns early, manage appropriate processes and seek informal resolution wherever possible.
- Oversee recruitment practice across L'Arche UK, supporting Communities to apply consistent standards from role design and attraction through to selection and onboarding.
- Oversee the effective use of HR systems, partnering with the HR Advisor to maintain accurate data, meaningful reporting and consistent practice.

POLICY DEVELOPMENT AND GOVERNANCE

- Partner with the HR Adviser to review, develop and implement people policies and procedures that are lawful, practical, accessible and aligned with L'Arche UK's values.
- Ensure employee relations policies promote inclusion, fairness, learning and early resolution and reflect current employment law and good practice.
- Advise colleagues, managers and leaders on changes in employment law and their implications for L'Arche UK's policies and practice.
- Maintain governance arrangements that support the fair and consistent application of people policies across Communities and the national office.
- Use organisational learning, colleague feedback and sector good practice to keep policies relevant and support continuous improvement.

MANAGEMENT RESPONSIBILITIES

- Provide clear, supportive line management, coaching and development for Community HR Leads, building an empowered and connected team committed to L'Arche UK's vision and values.
- Create shared ways of working, encourage learning across Communities and support colleagues to take responsibility for delivering a consistent, high-quality service.

LEADERSHIP AND ORGANISATIONAL DEVELOPMENT

- Work in partnership across L'Arche UK to understand workforce challenges and develop practical people solutions that strengthen organisational effectiveness and colleagues' experience.
- Lead employee relations and organisational development projects that strengthen culture, engagement and performance.
- Support organisational change with specialist people advice, ensuring fair processes and compliance with legal and consultation requirements.
- Support the Director of People and Culture to deliver organisational development priorities, including employee surveys and colleague working groups focused on equity, diversity and inclusion and wellbeing.
- Build manager capability in performance, attendance, wellbeing, development and team relationships through coaching, guidance and learning, working closely with Learning and Development colleagues.
- Provide specialist people advice to the Director of People and Culture, Community Leaders and Community HR Leads in support of organisational priorities.

MANAGER CAPABILITY AND LEARNING

- Work with People & Culture colleagues to identify and address capability gaps in people management and employee relations.
- Design and deliver practical learning, workshops and guidance that help managers handle people matters confidently and consistently.
- Coach managers to address performance, conduct, attendance and workplace relationship concerns through clear conversations, compassionate leadership and early intervention.

INSIGHT AND CONTINUOUS IMPROVEMENT

- Oversee people data and reporting, ensuring information is accurate, current and used to support workforce planning, Board reporting and timely action.
- Evaluate employee relations outcomes, identify themes and use learning to improve policies, practice and organisational capability.
- Build constructive relationships with internal and external partners, including trade unions and professional networks.
- Maintain current knowledge of employment law, employee relations practice and developments across the people profession.
- Champion equity, diversity, inclusion and belonging so that people practices and the colleague journey are fair, accessible and inclusive.
- Model L'Arche UK's values and help create a culture of accountability, respect, integrity, partnership and shared learning.



Person Specification

ESSENTIAL KNOWLEDGE AND EXPERIENCE

- CIPD Level 7 qualification or equivalent professional knowledge and experience.
- Experience of leading employee relations functions or activity within a complex organisation.
- Extensive experience managing complex and high-risk employee relations cases.
- Significant generalist HR experience covering the full employee lifecycle, employee relations and HR operations.
- Strong understanding of UK employment law.
- Knowledge of GDPR requirements in HR and people data management.
- Safeguarding experience.
- Experience of using HR information systems to support effective operations and produce accurate, reliable people data.
- Experience of developing and implementing HR policies and procedures.

ESSENTIAL PERSONAL SKILLS, COMPETENCIES AND QUALITIES

- Trusted people practitioner - provides confident, fair and legally sound HR advice that managers rely on.
- Values-led - models L'Arche UK's values by being welcoming and kind, committed to others, celebrating difference and promoting inclusion and belonging.
- Excellent communicator - handles sensitive HR conversations with skill, empathy and clarity.
- Organised and rigorous - manages HR operations with accuracy, discretion and attention to detail.
- Supportive leader - provides clear direction, coaching and trust to help People & Culture colleagues flourish and contribute their best.
- Collaborative change leader - builds engagement, communicates clearly and supports people through change.
- EDI Champion - Strong understanding of equality, diversity and inclusion principles and their practical application.



Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

OUR VISION

- L'Arche is here to show that everyone belongs.
- We create Communities where people with and without learning disabilities live, share and grow together.
- We build relationships with people in our neighbourhoods.
- We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

To find out more about the co-production process, view our **"Easy Watch"** version, and read our **Charter and Identity and Mission statements**, use the links below.

Charter

bit.ly/larche_charter_EN



Mission and Identity

bit.ly/mission_and_identity



Easy Watch

bit.ly/vision_and_values

