



Head of People and Culture

Salary:	£41,500-£44,500 pro rata (depending on skills and experience) (£24,900 –£26,700) plus 5% pension contribution
Contract:	Permanent
Location:	64 Altenburg Gardens, London, SW11 1JL and, when necessary, other Share sites: We are 336, 336 Brixton Road, SW9 7AA; Share Garden, Springfield University Hospital, 61 Glenburnie Rd, London SW17 7DJ; Black Prince Trust, Beaufoy Walk, SE11 6AA
Hours:	21 hours per week, Tuesday - Thursday
Annual Leave:	25 days p/a pro rata plus your birthday off (increasing by one day per year, until a maximum of 30 days)
Closing Date:	23.59 on 01/09/2023
Reporting to:	Chief Executive

Job purpose and context

We are seeking an experienced and progressive Head of People and Culture to drive forward Share's efforts in fostering a diverse, inclusive, high performing culture. As part of our Senior Management Team, you will play a pivotal role in shaping our workplace environment, promoting employee engagement, and nurturing a sense of belonging and ownership among our diverse workforce. Your focus will be on delivering our people-related objectives in our strategy to attract, develop, and retain great people who demonstrate our values, and foster a culture that values innovation, collaboration, and continuous improvement.

You will oversee our HR function, reporting into our HR and Safety Committee and ensuring our HR policies and processes are effective and accessible. And you'll be the person your colleagues come to for HR and employment advice and good practice.

Who we are looking for

Our ideal candidate will have experience of and passion for driving a high-performance culture where people are fulfilled, supported, ambitious and able to develop in their roles. You will have an understanding of best practice with regard to creating the inclusive conditions for a diverse workforce to thrive, and be committed to formulating and implementing equitable policies and processes.

Ideally you will hold a CIPD Level 5 qualification in HR Management, and have good knowledge of health and safety legislation and employment law. You'll be creative and open-minded, willing to both innovate and make data-driven decisions.

You'll be exceptionally well organised, methodical, and have excellent written and face to face communication skills, and the ability to communicate diplomatically and respectfully with people at all levels. You'll be able to cope with urgent deadlines and conflicting demands, and be approachable and engender confidence amongst your colleagues.

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. We offer a range of training, employment, personal development, and social opportunities. Enabling people to be more independent, able to make informed choices, healthier and more resilient, and fully integrated in society is at the heart of our work. Our programmes reflect modern needs and focus on digital skills, health and wellbeing, and developing robust pathways into independent living and employment.

We have four sites and you will be predominantly based at our largest site in Clapham Junction. We also delivery programmes from a garden in Tooting, a community café in Vauxhall, and another training centre in Brixton.

We currently have 50 employees, and over 70 regular volunteers who support our work. We are delighted to hold several quality marks including Investors in People Gold Accreditation, Matrix Standard and our Autism Friendly status from the National Autistic Society.

As well as the chance of working with a friendly and committed staff and volunteer team, we offer:

- 25 days of leave p/a (plus you get your birthday off each year), increasing by one day for each year of service to 30 days
- Free 24/7 Employee Assistance Programme
- 5% contribution to a pension scheme
- Staff member of the month and year awards
- Season ticket loan
- Free breakfast for staff at all our sites
- Free headspace app for employees and two friends/family members
- Cycle to work scheme
- Ongoing access to training and development opportunities plus annual appraisals and monthly 1-2-1s with your line manager

Job description

Main responsibilities

- Deliver and implement the people-related objectives of Share's strategy
- Chair Share's ED&I Staff Working Party to engage colleagues on ways to embed ED&I throughout the organisation
- Consider innovative approaches to investing in staff wellbeing, given the challenges of the economic climate and resourcing in adult social care
- Develop outstanding performance management processes and leadership development materials, and support new and existing managers in getting the best out of their people
- Be the senior exec lead into our HR and Safety Committee, which meets each quarter, reporting on key HR and ED&I metrics. Complete and report on annual stakeholder surveys, implementing improvements based on feedback.
- Line management of the HR and Office Co-ordinator, Receptionists and Administrator.
- Overall responsibility for the HR function, working with the HR and Office Co-ordinator to develop and implement day-to-day HR processes, ensure staff are well-trained
- Work closely with line managers to understand and implement Share's policies and procedures, listening to grievances, implementing disciplinary procedures, performance management and/or redundancy processes if required.
- Manage staff health and safety by making referrals to the Occupational Health Advisor, manage Access to Work referrals, and follow up on concerns raised following staff online DSE assessments.
- Champion positive mental health amongst the staff, promoting good work balance practices

Person Specification

Experience

1. Developing and implementing processes that promote and incentivise both high performance and a sense of wellbeing amongst staff
2. Nurturing an inclusive and diverse workplace
3. Analysing data to inform decisions as to how to recruit and retain the best people from a wide range of backgrounds
4. Demonstrated success in developing and implementing people-centric strategies that drive positive employee experiences.
5. Providing HR and legal leadership and advice to colleagues
6. Managing and developing teams
7. A leadership role in a similar organisation (whether by size or sector)

Knowledge

1. Good understanding of current employment law.
2. Appreciation of the good practice in ED&I and the barriers people face to entering the charitable / adult social care sector
3. Understanding of GDPR and how it relates to HR

Skills and abilities

1. Excellent organisational, planning and time management skills. A methodical approach with attention to detail. You'll be someone who enjoys completing tasks to a high and accurate standard.
2. Excellent IT skills in Outlook, Word, PowerPoint, and particularly Excel. Accurate data input.
3. Excellent communication skills and the ability to communicate diplomatically and respectfully with people at all levels of the organisation, with very good written and face-to-face communication skills.
4. The ability to work confidentially with sensitive information

Qualities

1. Friendly, warm, open & even tempered – able to cope with urgent deadlines, stressful situations and conflicting demands
2. Motivated by using your great organisational skills to support an organisation with a strong social purpose
3. Flexible and adaptable to changes in the daily routine and longer-term plans.
4. Keen to learn and develop in the role, with an ability to make best use of mentoring, supervision and training opportunities

Specific Needs

1. Flexibility to attend board and HR and Safety meetings on Tuesday evenings (17.30-19.30) 10 times a year, and board / SMT away days

How to apply:

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please send your CV and a covering letter addressing the following questions:

- How would you develop and implement a people and culture strategy that aligns with Share's strategy?
- What HR practices have you implemented to foster a positive work culture and enhance employee satisfaction?
- How will you ensure that Share's HR policies and practices remain compliant with HR / employment law, and are cascaded throughout the organisation?
- Could you outline your approach to recruiting and retaining a talented team with diverse characteristics and lived experiences, but shared values?

Please also complete our equal opportunities form, which you can download from the job advertisement page on our website. Please send us the three documents to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hadmin@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

