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| **Job Description** |

Job Title: Director of People and Culture

Reporting to: Chief Executive

Salary: £75,000 - £85,000 Plus usual benefits

Responsible for: Head of People Partnering, Head of Talent

Location: 175 St John Street, London and hybrid

## About Us

We are a dedicated children’s mental health charity committed to improving the emotional wellbeing and mental health of children and young people. As thought-leaders in our field and working in true partnership with school communities, our work is rooted in compassion, evidence-based practice, and a deep commitment to equity and inclusion. We believe that a thriving internal culture is essential to delivering our mission effectively.

## Role Overview

The Director of People and Culture will lead the development and implementation of our people strategy, ensuring that our charity is a place where staff feel valued, supported, and empowered. This role is pivotal in shaping an inclusive, evidence-based, values-driven workplace culture that reflects our commitment to children’s mental health and wellbeing.

In this role, you will provide strategic advice to the CEO, Directors, and senior leadership team, while guiding and empowering the People & Culture team to fulfil their vital role in supporting business managers and employees throughout the entire employee lifecycle — with a particular focus on enhancing employee experience, engagement, and managing employee relations effectively.

**KEY RESPONSIBILITIES:**

1. **Organisation and Strategic Leadership**

* Develop and deliver a people and culture strategy aligned with the charity’s mission, values, business plan and annual operating targets.
* Foster a culture that embodies Place2Be’s values of perseverance, integrity, compassion and creativity while actively promoting our EDI principles.
* Lead the People & Culture function, ensuring operational excellence across people processes aligned with our values.
* Provide strong, visible, collaborative leadership, demonstrating high levels of integrity, transparency and personal effectiveness.
* Act as a trusted advisor to the CEO and Executive team on all people-related matters.

1. **Planning, delivery, operational excellence and employee relations**

* Maintain systems to support staff wellbeing, with a focus on mental health and resilience.
* Hold ownership of the annual employee engagement and counsellor on placement surveys and the establishment of clear employee feedback mechanisms for results and priorities.
* Ensure systems are in place for effective proactive management of conflict resolution and that any grievances or disciplinary processes are carried out with fairness and legal compliance.
* Coach managers on best practices in people management and employee engagement.
* Chair the staff Consultative Forum, and co-chair the Equity, Diversity & Inclusion Steering Group, both key mechanisms to seek employees’ views, interests and ideas.
* Play a key role in informing internal communications to support employee engagement.

1. **Workforce Planning, Development and Succession**

* Lead workforce planning and succession strategies.
* Design and deliver learning and development programmes that support staff growth, retention and a culture of collaboration and continuous learning
* Support managers in developing high-performing, compassionate and inclusive teams.

1. **Performance Management, Reward and Benefits**

* Review effectiveness of existing approach to performance management, reward, benefits and recognition. Recommend and lead on implementation of improvements and establish a culture that identifies and celebrates success.
* Ensure that the performance management system supports quality standards and individual development needs.
* Regularly review the pay, rewards and benefits package and make recommendations in line with the annual budgeting cycle.

1. **Compliance, Safeguarding and Governance**

* Uphold the highest HR standards by excelling in operational aspects and monitoring key People and Culture metrics to ensure effectiveness, quality, a positive, inclusive organisation, engaged staff culture delivering positive business outcomes.
* Ensure the maintenance and development of comprehensive People policies that align with legal requirements and reflect Place2Be’s culture, EDI commitments, and core values.
* Collaborate with the Chief Financial Officer to meet all legal obligations regarding pensions, safeguarding, right to work legislation, and other compliance issues.
* Develop and manage the annual budget for the People and Culture function, ensuring alignment with financial policies and delivering best value.
* As a key member of the Safeguarding panel, provide expert guidance on risk assessment concerning declarations from prospective employees, Counsellors on Placement and students.

*Note: This document summarises the main duties and responsibilities of the post. Other duties may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.*

**PERSON SPECIFICATION – What you will need**

* Proven experience at a senior level of leading and inspiring a successful People and Culture Team in a people and service focused organisation.\*
* Strategic understanding and operational delivery of people agendas and best in class practices covering attraction, recruitment, talent management, performance management, employee relations and change management.
* Proven experience of dealing with complex employee relations situations and effectively managing organisational, reputational and financial risk.\*
* Agility in thinking and practice, flexible in ways of working while ensuring that the highest standards of integrity, effectiveness and efficiency to meet business outcomes are delivered.\*
* An inspirational, resilient and credible leader who inspires trust and confidence in the People function and wider organisation. Ability to drive the people agenda forward whilst recognising the need to bring people with you.
* A collaborative leader with cultural sensitivity and the ability to absorb and match the organisational culture in communication and methods of delivery. Applies EDI best practice with regards to people communications, in terms of appropriate channels as well as the content.
* A strategic and innovative thinker. Proven ability to challenge, influence and do things differently with positive business benefits. Can translate a highly engaging and robust people strategy into operational plans and business goals.
* Able to manipulate, interrogate and interpret data to present high quality written, oral, and numerical management information.
* Proven ability to build and manage budgets effectively.
* Passionate about Place2Be’s mission and values. Personal drive, resilient and determined to positively overcome barriers.

*The three areas above marked with an \* are the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.*