

Job description: Assistant Director of People

Duration: Permanent

Salary: L4, London, £54,000

Location: London/Flexible

Reporting to: Chief Operating Officer (COO)

Department: Charity Services

Key working relationships: Senior Leadership Team, Assistant Directors, Staff (across two sites)

Purpose of the job

The Assistant Director of People is responsible for developing and delivering a people strategy that enables all staff at UK Youth to thrive in their roles; enabling them to deliver our vision and aims. This role reports into the Chief Operating Officer and will be delivered in partnership with staff, working closely with the SLT. The role will provide strategic and operational leadership across the whole people lifecycle. Looking at how we recruit, onboard, develop and retain highly engaged staff. The role will work with the COO and lead on developing a truly inclusive and dynamic working culture. Taking the organisation forward in our ambitions to deliver on our transformational strategy of impact and support for young people across the U.K.

Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment into the youth sector, the lack of cross-sector understanding of how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

Key responsibilities

- Lead an innovative and creative multi-faceted People function, ensuring that our people first principles are at the heart of the way we work
- Design, develop and deliver an improved employee lifecycle and the effectiveness of human resources processes
- Lead the people team to implement an innovative people function service that supports the needs of staff effectively
- Work closely with the COO to lead the People function and work collaboratively across the charity services Department.

Other area of responsibilities

Core people team process and policy

- Responsible for putting in place high quality, easy to engage administrative processes, compliance, systems, policies, procedures and legal contracts
- Collaborate with Finance to deliver payroll ensuring all employees are accurately compensated on time
- Quality assure key people process to ensure compliance and understanding across all areas, e.g. policies, process, pre-employment checks and other legal requirements

Business partnering and employee relations

- Partner with staff at all levels building professional relationships; understand team requirements and strategy, providing direction, coaching and guidance as required
- Lead the people change management aspects of organisation development projects (Including the outputs of a target operating model review)
- Support managers with capability and performance issues, raising managers' competence in dealing with staff relations issues (sickness, disciplinary, grievances, concerns during probationary periods, etc.)

Culture and people strategy development

- Provide strategic direction working with the senior leadership team and wider staff group to develop an inclusive organisational culture and embedding our values
- Work collaboratively with the senior leadership team to provide strategic people advice and guidance
- Design and develop an effective and equitable learning and development programme that unlocks potential and grows the confidence and expertise of staff across all areas of our work
- Develop strategies to improve performance management, capability and ways of working
- Use HR data analytics to develop organisational, department insights and drive actions to improve and develop regular reporting methods for the Senior Leadership Team
- Lead on the development of innovative and effective internal staff communications (across two sites)
- Lead on the development of staff reward and recognition strategies to support effective engagement and retention

Equality, Diversity and Inclusion

- Proactively work across UK Youth to develop and embed a practical, innovative and effective EDI strategy across all the work that we do. (Including supporting the execution of our commitments to racial equity)
- Draw insights from evidence, data and research to inform and embed an effective EDI strategy

- Partner with senior leaders to embed and make continuous improvements against our goals for UK Youth in EDI

Recruitment and onboarding

- Develop and implement an inclusive recruitment and onboarding experience, that embeds an understanding of our vision, values and compliance. Attracting and retaining top, diverse, values driven talent
- Develop our employer brand to improve our ability to attract the best talent, ensuring we are an employer of choice
- Develop and implement an innovative and effective programme of work experience, apprenticeships, Internships and other relevant youth employment initiatives.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Assistant Director behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture
- Able to role model and reinforce collaborative working, build productive relationships to find solutions and influence decisions
- Takes both personal responsibility for leading on work areas leads on creating a culture of accountability and engenders this approach in others
- Able to set clear expectations, articulate what good performance looks like and set strategic direction to ensure high-quality work
- Able to empower and energise teams to achieve goals and communicate a compelling vision and direction in their area of responsibility.
- Enables a culture of learning from mistakes and continuous learning
- Creates an environment and culture where wellbeing can be discussed
- Role models and fosters innovation and creativity.

As a member of the Leadership team:

- Work with the Senior Leadership Team to realise our vision, set our ambitious strategy and provide professional and people leadership for the organisation; establishing a vibrant culture and building confidence in the future direction of UK Youth.

- Work on strategic and tactical issues facing the charity, alongside the CEO and the other members of the Senior Leadership Team.
- Act as an organisational expert, providing key direction and expertise for the wider organisation.
- Lead as an autonomous, decisive organisational leader. Not merely raising problems but also proactively working with others to solve them.

Person specification: Assistant Director of People

Experience

- Proven experience working as a Senior HR Generalist, working in partnership with Senior Business leaders and Boards, in order to develop and deliver on complex, ambitious people projects
- Experience in organisational development with proven expertise in organisational change programmes and effective people management
- Effective people management including experience of work on racial diversity, inclusion and equality in the workplace
- Experience in effectively embedding EDI commitments across organisational culture and ways of working
- Experience of coaching, influencing and building effective working relationships with senior leaders and stakeholders
- Proven track record of operating in a complex working environment
- Understanding of a commercial approach and understanding of business needs
- Experience working within budgets, saving costs and maximising income in carrying out project activity.

Knowledge, skills and understanding

- Excellent employment law and HR best practice knowledge - CIPD qualified or relevant experience to demonstrate level of competence
- Knowledge and experience of implementing best practice HR solutions to drive a high-performance culture
- Excellent verbal and written communication skills and the ability to present, negotiate and influence effectively with all levels of an organisation.
- Passionate about customer service with an ability to articulate previous achievements through business deliverables.
- High levels of attention to detail
- The ability to present, negotiate and influence effectively across all levels of an organisation and with external stakeholders.
- Excellent organisational skills with the ability to take responsibility for own workload and handle a varied, fast-paced portfolio of priorities
- Understanding of project management principles and experience of managing projects to a successful conclusion

- A can-do attitude, proactively responsive to change and flexible approach with an ability to adapt to changing priorities, including a willingness to travel and work flexibly (including occasional evenings and weekends where necessary.)
- Analytical and goal-oriented with demonstrable experience with HR metrics
- Excellent IT skills, including Microsoft Office and willingness and an ability to learn new IT/web programmes where in-house training is provided.

Personal qualities

- The ideal candidate operates with a high level of confidence, tenacity and commitment to excellence.
- Ability to work effectively with a variety of leadership styles and staff at all levels of development.
- Ability to establish professional credibility quickly with colleagues and to interact effectively with staff, leaders and trustees at all levels.
- Able to inspire, empower and motivate others and build high-performing teams.

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.