



camphill
village
trust

Head of People & Culture - Job Description and Person Specification



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Harris Hill
charity recruitment specialists

Introduction and Welcome

Welcome to the Camphill Village Trust.

We are delighted to advertise the opportunity to become the Head of People & Culture at Camphill Village Trust.

As a national charity and not-for-profit organisation, The Trust, has for almost 70 years been providing a range of care, support and accommodation for people with learning disabilities, autism, mental health challenges and complex needs. We support around 550 adults in nine communities and through Day Opportunities across England.

Our aim is to empower people with disabilities to lead more connected, fulfilled lives with meaning and purpose. We call this 'a life of opportunity' and we believe that, with the right support, it is possible for everyone. Our approach is to provide Social Farms, Gardens and Craft opportunities utilising our natural environment and creating sustainable communities.

Our People function sits within our Resources Directorate along with our IT, Finance and Business Assurance teams.

This is an exciting time to be joining the Trust as the Head of People and Culture. The role will be pivotal in delivering the People Strategy, particularly in relation to Organisational Design and development and helping the Trust become an irresistible employer. The exciting agenda includes supporting us to move towards a green care model within the Trust, embedding our EDI initiatives, contributing to our wider employee value proposition and leading our talent management agenda. We are a diverse organisation and that is reflected in the people that work for us and the range of different challenges and opportunities within the Trust.

The following provides information and detail about the role and the type of person we're looking for. If this sounds exciting to you and you have the passion, experience and skills to help us achieve our ambitious vision, we'd love to hear from you.



Fiona l'Anson

Resource Director



Purpose

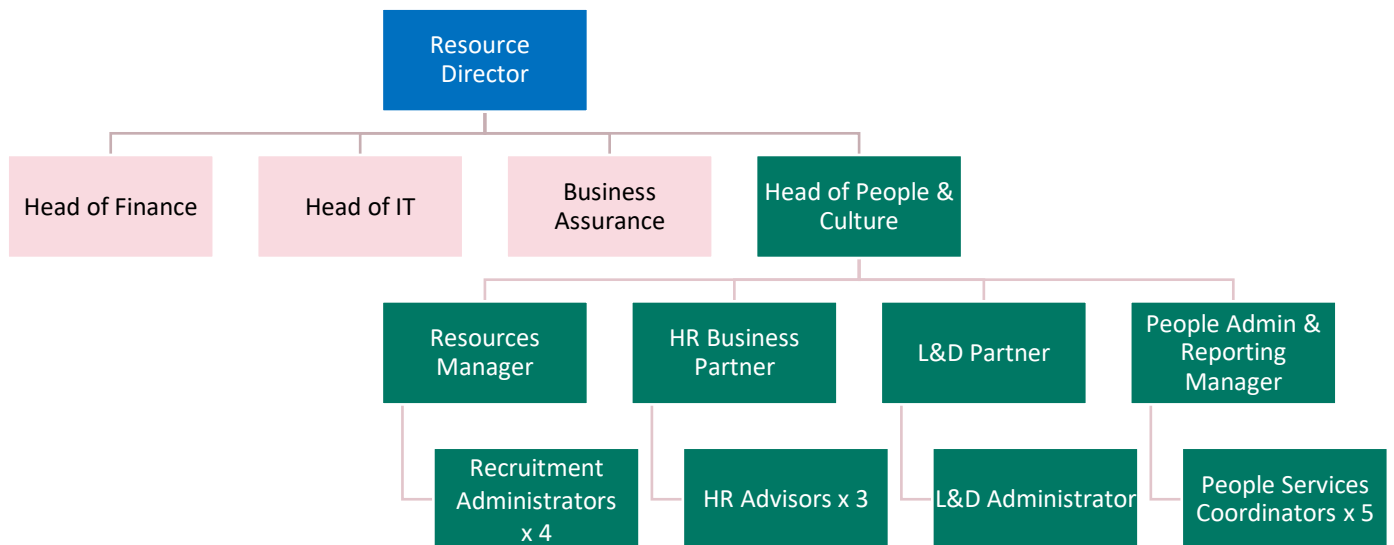
The Head of People & Culture's purpose is to own the People Strategy and deliver the associated initiatives to ensure that the Trust is an employer of choice.

It must also deliver an exceptional service by partnering with the Trust and help it achieve the strategic aims and objectives.

The role Leads, develops and manages a team to drive key initiatives against the People Strategy, whilst delivering operational requirements.



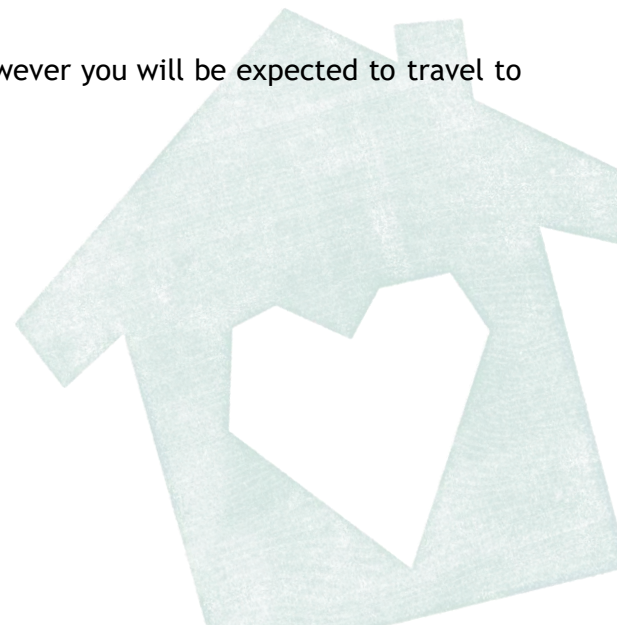
Directorate Structure - Resources, People



Location & Travel

Remote based

The role of Head of People and Culture is a home-based role, however you will be expected to travel to the Trust's communities and other relevant locations on occasion.



Duties & Responsibilities

Main responsibilities

Leadership:

- Implement the People strategy aligned with the charity's mission and objectives.
- Collaborate with executive leadership to integrate people initiatives with the Trust's long-term vision.

Employee Engagement and Well-being:

- Foster a supportive and inclusive workplace culture that reflects the charity's values.
- Implement initiatives to enhance employee engagement and satisfaction.
- Develop and oversee well-being programs to support employees' physical and mental health.

Employee Relations:

- Act as a subject matter expert and trusted advisor to leaders and managers on employee relations matters.
- Manage conflict resolution and disciplinary processes in line with the Trust's policies and procedures and best practice.

Compliance and Operations:

- Ensure compliance with employment legislation and regulations within the charitable sector.
- Develop and update HR policies and procedures in alignment with the Trust's strategies and objectives.
- Ensure there are effective HR systems, procedures and controls in place to serve the Trust's key business needs.

Equality, Diversity and Inclusion (EDI):

- Support EDI initiatives to create an inclusive and diverse working environment.

Compensation and Benefits:

- Oversee the design and administration of competitive and equitable compensation and benefits that fit the requirements of the Trust.

Learning/Organisational Development

- To collaborate, consult and subsequently compose a flexible and agile all-encompassing inclusive L&D strategy that aligns to the Trusts overarching long term strategic ambitions, fosters a culture of learning and continuous improvement and enables the capabilities needed to achieve success.
- Ensure that the Trust achieves its goal of becoming an irresistible employer of choice through evidenced measurable outcomes in relation to talent, training, organisational development, performance, induction and recruitment/on-boarding.
- Work with Managers and leaders to develop a programme of blended learning options such as coaching, mentoring, on-the-job training, lunch and learns, classroom training and e-learning that suits the functionality and needs of the diverse nature of the Charity. Within this, drive a culture of self-learning and development and an equal partnership with the people of the Trust.
- To gather, analyse and interpret learning metrics and data to measure the impact of training and make data-driven improvements working with senior leaders and the People Teams to decipher wants from needs.

Resourcing

- Implement the Candidate Attraction Strategy and drive the associated action plan.
- Oversee the entire recruitment, selection and onboarding processes to enable a positive experience for both candidates and other stakeholders.



General and other duties

- To understand and be supportive of the charity's founding principles
- To help keep all vulnerable adults safe by adhering to the Trust's safeguarding policy
- To undertake appropriate CPD in relation to job responsibilities
- To undertake any other duties, as required
- To travel to the Trust's communities and other relevant locations on occasion
- Set and manage corporate budgets
- To ensure good governance through support to the Trust's non - executive Board

Person Specification

Knowledge & Experience

Essential

- Proven experience of managing multiple projects through multi-disciplinary teams
- Excellent stakeholder management skills and ability to build positive relationships across an organisation
- To have lead others in the team to maximise their effectiveness
- A Strategic mindset with the ability to align initiatives with the Trust's mission.



Desirable

- Familiarity with national charitable organisations that operate within the Adult Social Care sector, in particular Green Care
- Experience of HRIS systems utilisation to provide key metrics on People related matters

Key Competencies

Improving service quality

- Able to deliver a high quality of service by understanding the needs of the Trust.
- Ensures that the organisation's regulatory and compliance targets are met.

Managing your team effectively

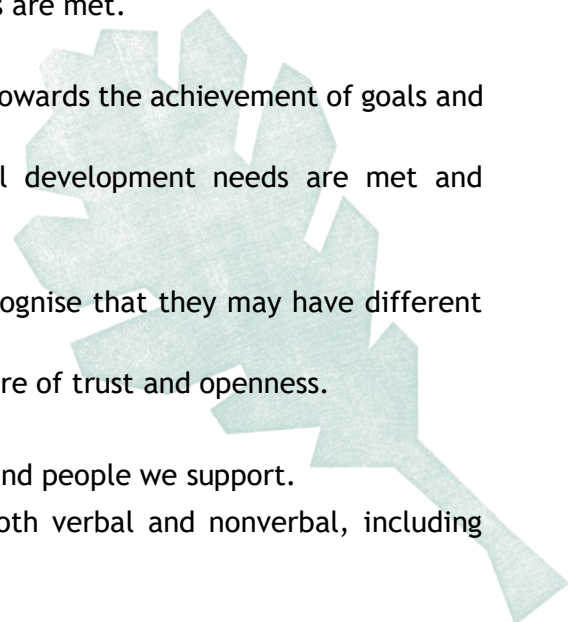
- Manages and work within teams that are engaged and motivated towards the achievement of goals and objectives.
- Develops, mentors and coaches staff to ensure their personal development needs are met and managed.

Respecting and understanding others

- Treat others with respect, dignity, honesty and equality and recognise that they may have different viewpoints, beliefs or values.
- Understand issues from others' viewpoints and build an atmosphere of trust and openness.

Influential communication

- Continuously encourage Great Interactions, between colleagues and people we support.
- Use a variety of responsive communication skills effectively, both verbal and nonverbal, including concise report writing.



- Develop improved working practices by challenging fewer effective behaviours and demonstrating how things can be improved

Problem solving and decision making

- Make timely, appropriate and difficult decisions, involving the right people, as necessary.
- Collect, evaluate and interpret information, quickly grasping the important issues.
- Resolve problems effectively, exploring alternative solutions.

Conscientiousness

- Complete work to high standards in accordance with deadlines and the governance regime.
- Continually assess how to improve or maintain the quality of practice.

Qualifications

Essential

- Degree or the equivalent experience in managing relevant teams/ functions
- MCIPD qualified

Key Employment Terms

- Salary: £65,000
- Location: Home based, with travel to communities and other locations as required
- Hours: 37.5hrs / week
- 25 days annual leave statutory plus bank holidays
- 45p per mile for all work journeys is provided
- Sick pay entitlement after 1 month.
- Standard auto-enrolment pension scheme, with the option to contribute 10% of gross salary for a 6% contribution by the employer.
- An opportunity to 'cash in' one week leave a year.
- Employee assistance scheme that is also available to your immediate family.
- Death in Service benefits: payments made to your beneficiaries should the unthinkable happen.
- Once you join us, you'll be eligible to benefit from "Charity Discounts" where you can enjoy reductions from lots of differing retailers and service providers.
- The appointment is subject to a 6-month probation period.
- All our employees require a DBS criminal record check. We will do this for you.



Our communities and services

Our support and services are presently organised within three broad geographical regions:

North:

- Botton Village
Whitby, North Yorkshire
- Larchfield Community
Hemlington, Middlesbrough
- Croft Community
Old Malton, North Yorkshire

South west / central:

- Oaklands Park
Gloucestershire
- Grange Village
Gloucestershire
- Taurus Crafts
Old Lydney, Gloucestershire
- Stourbridge
West Midlands
- Shared Lives

South east:

- St Albans Community
St Albans, Hertfordshire
- Delrow Community
Aldenham, Hertfordshire

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- 1 Larchfield Community
 - 2 Botton Village
 - 3 Croft Community
 - 4 Stourbridge
 - 5 Oaklands Park
 - 6 Taurus Crafts
 - 7 Grange Village
 - 8 St Albans Community
 - 9 Delrow Community
 - 10 Shared Lives

Camphill Village Trust Values



Building connections

Camphill Village Trust offers a sense of belonging and community. That means we create opportunities for friendship, connecting people to build a community so they can feel valued rather than isolated.



Enabling potential

Camphill Village Trust enables people to develop, grow and be heard. This means we build confidence and the voice of the people we support informs what we do, at every level.



Promoting purpose

Camphill Village Trust promotes meaningful, healthy living. This means the people we support live an active life and can contribute to the wider community on an equal basis.



Environmental respect

Camphill Village Trust values and cares for the environment. This means that we see a connection between the environment we live in and our well-being and promote living sustainably, in harmony with the natural world.



Social impact

Camphill Village Trust believes our people and resources should make a positive contribution to society.

This means we support and develop initiatives to challenge issues faced by vulnerable members of society, which enable the people we support to achieve greater integration into the wider community.

A LIFE OF OPPORTUNITY
EST.1954

How to apply

If you would like to apply for this position, please send the following:

- An up-to-date CV outlining your employment history, academic and professional qualifications
- A Supporting Statement (no more than 2 x A4 pages)
 - Demonstrating how you meet the criteria outlined in the Person Specification
 - Outlining why you are interested in the Head of People & Culture role at the Camphill Village Trust

Please submit your completed application to emma.stone@harrishill.co.uk to arrive by 9am, Monday 8th April 2024.

For an informal and confidential conversation about this position, please contact Emma via the above email address.

Dates for your diary:

Closing date	9am, Monday 8th April 2024
First interview (online)	17th/18th April 2024
Panel interviews with brand ambassadors and direct reports	w/c 22nd April 2024
In person interview	Monday 29th April 2024

Please could you also let us know if you will require any special provision should you be called forward for interview, or if you have any anticipated difficulties with the dates.

Harris Hill Charity Recruitment Specialists operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



Advertisement

A wonderful opportunity has arisen with Camphill Village Trust, a charity which supports adults with learning disabilities, autism and mental health challenges.

You will primarily be responsible for leading the HR team and The Head of People and Culture's purpose is to own the People Strategy and deliver the associated initiatives to ensure that the Trust is an employer of choice. It must also deliver an exceptional service by partnering with the Trust and help it achieve the strategic aims and objectives. The role Leads, develops and manages a team to drive key initiatives against the People Strategy, whilst delivering operational requirements.

The role of Head of People and Culture is a home-based role, however you will be expected to travel to the Trust's communities and other relevant locations on occasion.

As Head of People and Culture, you will:

- Implement the People strategy aligned with the charity's mission and objectives. Collaborate with Executive Leadership to integrate people initiatives with the Trusts' long term vision.
- Foster a supportive and inclusive workplace culture that reflects the charity's values. Implement initiatives to enhance employee engagement and satisfaction.
- Develop and oversee well-being programs to support employee's physical and mental health.
- Employee relations, Compliance and Operations, EDI, Compensation and Benefits, Learning and Organisational Developments and Resourcing are all also part of this exciting new role.

If this sounds like you and you're keen to hear more, please do get in touch ASAP!

Please note, only successful applicants will be contacted with further information.

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