

A photograph of two children, a boy and a girl, standing on a narrow wooden pier or walkway over a body of water. The boy is in the background, wearing a blue t-shirt and has his arms raised in a joyful gesture. The girl is in the foreground, wearing a yellow t-shirt with a cartoon pattern and light blue shorts, also with her arms raised and a wide smile. The background shows a wooden railing and a calm body of water under a soft, hazy sky.

We're looking for a

**Director of People
& Culture**


Releasing children from poverty
Compassion[®]
in Jesus' name

Director of People & Culture

Reporting to	Chief Operating Officer
Responsible for	People & Culture Team & Function
Location	Office-based at Compassion House, Fleet, Hampshire with great flexibility for home working

About Compassion

At the heart of Compassion's ministry is a relentless passion to act on our faith and empower every child left vulnerable by poverty: a purpose embodied in the phrase "**Releasing children from poverty in Jesus' name.**" Our work is **Christ centred, child focused, and church based.** You can read more about these principles and our history [on our website](#).

About the Department

The People & Culture function at Compassion UK and Ireland is primarily responsible for partnering with the organisation, to design, develop and implement strategy that will attract, engage and develop employees, and build upon a culture that encourages and enables colleagues to perform their career-best work.

About the Role

As our [Director of People and Culture](#), you will provide high-quality leadership and oversight on the development and delivery of Compassion UK and Compassion Ireland's People Strategy, focusing on culture development, organisational design, talent management, learning and development, and reward.

You will be responsible for continuing to develop and implement our vision to transform our People & Culture function into a strategic, solutions-focused, high-performing, and collaborative partner that directly supports the delivery of our strategic aims and promotes Compassion UK and Compassion Ireland as 'employers of choice.'

Key Responsibilities

Demonstrating commitment to our vision, mission and values, the key priorities of the role will include, but are not limited to:

[Actively maintaining and promoting Compassion's Christian ethos and values by:](#)

- Taking personal responsibility to participate positively in the spiritual life of the organisation

- Pursuing your Christian faith and personal relationship with God through ongoing collective and individual spiritual development, prayer, and worship
- Living and working in accordance with Compassion UK's [Statement of Faith](#), [Core Values](#), [Ethos Statement](#), and other policies including [our commitment to Child Protection](#)

Driving and consistently embedding a positive culture and supporting behavioural framework across the organisation, built upon the values of Integrity, Excellence, Stewardship, Dignity and Discernment, which will include:

- Supporting the Leadership Team in engendering a culture that is Joyful, Grace-filled, Collaborative, Effective, Passionate, and Innovative. Ensuring the opportunity for everyone to thrive and grow is at the heart of what we do
- Ensuring our values are at the heart of our hiring, onboarding and offboarding processes to help bring the best, brightest, most diverse talent into Compassion UK and Ireland
- Ensuring the active promotion of equality, equity, diversity, and inclusion across the organisation and ultimately an environment where everyone belongs and feels safe, empowered, listened to, and valued
- Leading in the development, delivery and evaluation of an Employee Wellbeing Strategy that enables our employees to thrive and do their career-best work at Compassion

Development and ongoing evaluation of our People Strategy, ensuring it continues to be effective and fit for purpose in delivering the organisation's key strategic objectives, which will include:

- Serving as an active member of the Leadership Team, engaging with the Executive Team, and serving as the primary liaison to the Board of Trustee's People & Culture Committee
- Acting as the subject matter expert on all things human resources, including performance management learning and development, organisational design, talent engagement and retention, succession planning and reward
- Leading a recruitment and selection process that keeps Compassion adequately resourced with an effective, diverse workforce, whilst ensuring legal compliance and best practice
- Leading the implementation of the performance development process that includes performance development plans, development programmes and guidelines to help align employees with the strategic goals of the organisation
- Creating the framework for a positive employee experience so that our people stay at Compassion to develop their careers
- Driving the development of innovative and efficient ways of working to create an agile, open and collaborative work environment

Providing both strategic leadership and operational management to the People & Culture Team, promoting best practice and ensuring the function adds value across the organisation by:

- Forming a People & Culture Team that thrives to realise its full potential
- Establishing and maintaining a positive sense of team, and cultivating an effective working environment which fosters excellent team performance

- Designing and overseeing an employment policy framework that is compliant with law, good practice and Compassion's Christian ethos and values, and ensuring it is effectively and consistently applied across the organisation
- Development and implementation of effective human resources management information, including engagement surveys, metrics development and performance reporting to directly contribute to the overall performance of the organisation
- Leading and overseeing people relations, giving counsel on complex employee relations issues such as grievances and disciplinary cases
- Developing and supporting line managers in their people management approach
- Leading and overseeing people operations such as annual budgets, pay and benefits, etc.

This job profile is not intended to be exhaustive, but merely a guide to the main areas of responsibility. Any substantial changes to this job profile will be discussed fully with the post holder.

About You

To flourish in this role, you'll need:

- **Significant experience leading a People & Culture strategy.** You will need experience leading, planning and driving People & Culture strategies organisation wide, with a clear and demonstrable ability to deliver solutions, including organisational planning and development, talent acquisition, employee relations, compensation, and learning and development. You will have analytical experience in evaluating strategies through a variety of methods to use data to create informed decisions.
- **Experience leading a People and Culture team.** You will have a proven history of successfully growing a team of people and culture professionals.
- **Extensive up to date knowledge and experience of UK employment law and best practice.** You will have a strong desire to continuously develop your professional expertise and improve as a people and culture professional and keep abreast of emerging trends, employment law and innovation. You will be competent and experienced in developing policies and procedures to ensure legal compliance.
- **Exceptional people skills.** You will be a natural people person, with demonstrable relationship management skills and experience developing and mentoring people at all levels with empathy and humility. You will have a strong commitment to equality, equity, diversity, and inclusion with the ability to understand and work with a wide variety of people, ready to counsel and support anyone with an open-minded approach and without bias. You will manage diverse personalities and viewpoints, therefore, emotional intelligence and the ability to build strong relationships and to collaborate with others is vital. You will demonstrate and lead on the values, initiatives, and culture of the organisation and act as a role model. You will have an exceptional ability to maintain confidentiality and objectivity, practice sound judgement, and build and foster trust.
- **To be a creative and strategic thinker.** You will be a thought leader who relishes the opportunity to champion people and culture strategies, generate ideas and act as a catalyst for change. You will be enthusiastic about the prospect of creating a working environment that encourages and enables colleagues to perform their career-best work.

- **To be an excellent leader with strong business acumen.** You will have proven experience in providing oversight, and a balance of supporting and challenging Senior Leaders and Executive Team members. You will have the ability to initiate and pilot ideas, persuading and influencing appropriately at all levels of the organisation. You will have the ability to effectively practice critical research, leveraging and integrating events and activities to enhance and strengthen people policies, practices, programmes, systems, tools, and resources. You will demonstrate initiative and creatively find solutions and partnerships to meet the needs and challenges of the tasks at hand. You will be a good independent judge, to discern the right decisions for Compassion UK.
- **Strong project managements and organisational skills.** You will have experience mapping out a project end to end, effectively managing stakeholders' expectations, harmoniously driving toward completion, and ensuring project objectives are met. You will have personal efficiency, time management skills and the ability to prioritise competing demands. You will be comfortable with ambiguity and changing priorities, thriving on bringing order to multiple tasks, with grace and consideration.
- **Effective communication skills.** You will be an active listener with the ability to listen to understand. You will be a strong communicator (written and oral), with the ability to influence and persuade at all levels and to build trust and confidence. You will have the ability to ensure senior stakeholders are brought on the journey with you through change by coaching and effective communication.
- **Core skills.** You must be fluent in English and competent in written and numerical work, with proficiency in Microsoft Office.
- **Hold a relevant HR professional certificate** from an accredited organisation such as the CIPD Level 7 and be committed to continuing professional development

We need you to be:

- **Personally committed to the Christian faith.** There's an occupational requirement for the holder of this role to be a practising Christian, in order to promote Compassion's ethos and help others to experience, explore and express the faith-based motivation of our work. (You can read more about this in our [Policy on Posts to be Held by Christians](#).)
- **Deeply connected to Compassion's ministry to children.** You must feel a personal calling to reach out in Jesus' name to children suffering the injustice of poverty. You're eager to play your own part in achieving our mission. You must be committed to working in a way that promotes child protection, particularly by speaking out immediately if you have child protection concerns.
- **Aligned to Compassion UK's cultural attributes.** We strive to live and work in a way that is passionate, innovative, collaborative, effective, grace-filled, and joyful. We expect you to be able to live out these attributes and hold yourself accountable for growing in them.
- **Creative, innovative, and flexible.** You must enjoy exploring change and be happy working in a rapidly changing environment. We'll need you to demonstrate a deep passion for the organisations culture, and how innovation can come into play on this.
- **Able to extend kindness, consideration, and respect in all circumstances.** You will be exercising compassion and grace toward self and co-workers to encourage an environment that benefits everyone and supports Compassion's Christian ethos and mission.
- **Thorough and accurate.** You will have strong attention to detail with the ability to achieve thoroughness and accuracy when accomplishing tasks.

Information for Applicants

Salary	£60,000 p.a.
Hours of work	35 hours per week, flexible working but usually Monday to Friday 9:00 -17:00

Salary

Compassion UK operates a salary grading system, with increments based on performance.

Benefits

- Enhanced pension scheme. Non-contributory pension scheme (10% employer contribution).
- Enhanced holiday allowance. All employees will be entitled to 5 normal working weeks' annual leave a year* (pro rata), plus normal bank holidays (pro rata). It will be compulsory for up to 5 (or relevant pro rata) days of that entitlement to be held in reserve and taken during the 'Christmas Period' when Compassion UK close their offices, this is usually around 21 December to 1 January each year. (*Year = 1 January to 31 December)
- Private Medical Insurance (on completion of probation period).
- Dental Insurance (on completion of probation period).
- Income Protection & Group Life cover.

Probation / Review periods

- **New staff:** Six-month probationary period with three-month review.
- **Internal appointments:** Performance review at three and six months.

Compassion House

Compassion House is a modern, agile office with free parking. Staff have free use of an on-site gym and shower facilities. Free tea and coffee are provided alongside social initiatives like 'Tea and Treat' organised by our Office Experience Team.

Statement of Faith

Compassion is a Christian organisation. All applicants for this role should be able to agree to respect, uphold and commit to work within Compassion UK's Christian faith-based ethos, faith statements and values.

Safeguarding

Compassion UK is committed to ensure everyone who comes into contact with us, or our work is protected from all forms of harm, abuse, neglect, and exploitation. As such, Compassion UK expects all staff to share this commitment and uphold the highest standards of safeguarding. All offers of employment will be subject to satisfactory references and appropriate screening checks, which will include Disclosure and Baring Service checks. Compassion UK also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we'll request from the job applicant's previous employer's information about any findings of sexual misconduct - such as sexual exploitation, sexual abuse and/or sexual harassment - during employment. We'll also request information of incidents under investigation when the applicant left employment. When someone submits a job application with us, they'll be confirming that they understand these recruitment procedures.

Applicants with Disabilities

Applicants with disabilities will be welcomed. We are committed to making reasonable adjustments and addressing any individual support requirements for those successfully shortlisted for interview.