



Job Description

Job Title: People Manager

Responsible to: Head of People & Culture


Job Purpose:

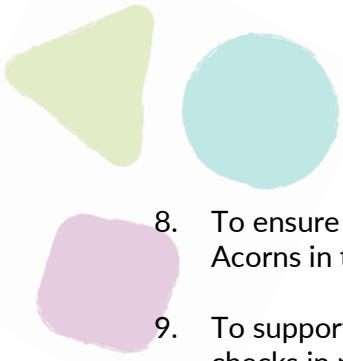
The People Manager will lead the People Team so that they can support the organisation to drive high performance, achieve its strategic goals and give our employees a good experience.

The People Manager will work in collaboration with organisational teams and other colleagues in the People & Culture team to ensure effective delivery of all employee related services including employment relation issues, engagement and wellbeing.

The postholder will show a clear passion and commitment to our mission and values and support and challenge others to do the same.

Main Duties:

1. Work collaboratively with various stakeholders across the organisation to ensure a true understanding of the operational challenges and opportunities, embedding people plan objectives within each department and team to drive success
 2. Lead the People Management function, providing support and guidance to the team, ensuring clear processes are designed and implemented, along with the right customer ethos creating a climate of effortless, relevant, and human customer experience.
 3. Be the subject matter expert for employee relations matters, ensuring compliance with employment law and related legislation, actively reducing risk to the organisation by ensuring consistent advice and guidance is provided, coaching, and guiding managers and escalating significant risks ensuring continued employee engagement.
 4. Ensure a full understanding of each department, working with managers and leaders to explore opportunities to drive more effective and efficient working practices, focusing on how the service can be made 'easy' and 'human' in approach.
 5. Lead on the organisational approach to the employee performance and development lifecycle, from objective setting to formal reviews and personal development planning through to year end performance review calibration.
 6. Work with operational managers and leaders to measure management and leadership capability, using the behavioural competency framework to identify key gaps and work with the Talent Development Team to address these.
 7. Lead on the interpretation of people management information, ensuring leaders and managers are focussed on key people metrics that drive success, using the data to inform support and challenge conversations.
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8. To ensure the organisation's wellbeing offer is relevant and meaningful, fully supporting Acorns in the Thrive at Work accreditation
 9. To support the safer recruitment process and ensure all new starters have the relevant checks in place.

Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
7. To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



Person Specification:

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> > CIPD Qualification or equivalent > Leadership qualification
Experience	<ul style="list-style-type: none"> > Demonstrable experience of working in a complex organization > Generalist HR background 	<ul style="list-style-type: none"> > Previous experience of a charity
Skills and Ability	<ul style="list-style-type: none"> > Strong Leadership skills > Excellent employment law knowledge > Outstanding communication skills > Comfortable using digital systems > Ability to engage people and effectively influence 	<ul style="list-style-type: none"> > Understanding of Wellbeing at Work
Behaviours	<ul style="list-style-type: none"> > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success 	



Terms and Conditions of Employment

Job Title:	People Manager
Responsible To:	Head of People & Culture
Location:	Drakes Court Alcester Rd Wythall B47 6JR With some remote working
Salary:	£42,000 to £47,000
Notice:	12 weeks
Hours:	37 hours per week
Holidays:	31 days (229.5 hours) including public holidays, rising to 35 days (259 hours) after 3 years' service (pro rata)
Pension:	Contribution to Group Personal Pension Plan. Organisation will contribute 7.5% to pension.
Life Assurance:	2 x salary life assurance scheme

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.