



JOB DESCRIPTION: People and Culture Manager
Helping to build a high performing team & a great place to work.

Salary: £40,000.

Location: Remote-first (min 6 days in East Anglia per year).

Hours: Full-Time (37.5 hours per week).

Summary:

I am accountable for recruiting and developing a high performing team who share our common values, and together we are creating a great place to work.

Accountabilities:

I am accountable for...

- Our People.
- The recruitment and retention of highly talented and passionate individuals.
- Creating a great (remote) place to work.

Outcomes:

Within 2 years we are...

- **Attracting and retaining a pool of highly talented team members** which meets the charity's growth requirements, whilst ensuring alignment to both performance and cultural goals.
- **Have the gold standard of onboarding processes.** Rated >90% by new team members upon completion and setting them up to successfully achieve their own 3-month, 6-month goals, & longer-term goals.
- **Working with a successful remote-first culture** as determined by the charity's overall performance goals and a team member remote working experience score of >90%, alongside a general ESI >80%.
- **Famous externally for being a great place to work.** Measured in part by external recognition and quantity of organic applications for new roles.

Responsibilities:

I am responsible for determining how best to deliver the above, but here is a guide to what that could include...

- Managing the recruitment, selection and onboarding process within the organisation, including issuing contracts of employment.
- Take responsibility for our recruitment strategy including identifying innovative solutions to improve the efficiency of our hiring and ensuring we are recruiting against our values .
- Taking responsibility for the onboarding process, including its development, and ensuring the start of life at Scotty's is a great experience for new team members.

- Helping to create a remote-first work environment, ensuring that all team members have a great working experience whether they are remote or in-person.
- Take responsibility for developing our employee engagement initiatives including driving our workplace health and wellbeing initiatives.
- Developing and implementing team feedback tools – feedback for both the organisation, and also for individuals (peer-to-peer).
- Creating actions (OKRs) when required to improve poorly performing KPIs.
- Working with the CEO to agree People related KPIs (we call them Success Measures).
- Maintaining and updating HR policies and procedures to ensure they are being kept up to date in line with changes to UK employment law.
- The health and safety of any visitors to our sites or events, as well as the team and volunteers whilst representing the charity.
- Managing employee relations issues including any disciplinaries, redundancy, grievances, absence management and performance management.
- Helping to organise in-person and virtual team and training events.
- Working with the CEO and Founder to embed our values and ensure we are living them daily.

Who I am:

- I have:
 - At least 5 years experience working in a HR generalist position.
 - Exceptional employment law knowledge
 - Evidence of CPD
 - Experience working in a hybrid or fully remote role
- Although not essential I am ideally:
 - CIPD Level 5 qualified
 - Experienced in working in a standalone HR position

Remote working:

We are currently implementing the switch to a remote-first workplace. This role is advertised as a remote one, but will require a minimum of 6 days to be spent in East Anglia for team building days, strategy sessions etc. This role will be instrumental in developing a great remote-first working culture.

The Scotty's Way & our non-negotiables:

At Scotty's, our personal performance is only 50% of what success looks like. Our culture is as important to us as anything else. If you agree to join the team, you are signing up to *The Scotty's Way*.

At the heart of The Scotty's Way are our four core values as created by the whole team.

Our values are:

1. Families Come First.
2. Everyone a Supporter, Every Supporter a VIP.

3. Love What You Do.
4. Remember, Every Day.

You can read more about **The Scotty's Way** in the full culture code deck [here](#).

To apply, please submit:

1. A completed application form – Download our application form [here](#).
2. An up-to-date CV
3. Lastly, we want to see your creativity! Tell us why you'd be a great fit for this role using any creative means.

You can apply via the jobs section of our website or by emailing our recruitment partner Eve at eve.story@bmcrecruitmentgroup.com