



JOB TITLE: People Director (3 days per week)
LOCATION: JW3, London NW3 (occasional travel may be required)
REPORTING TO: CEO
ANNUAL LEAVE: 28 days inclusive of Bank and Public Holidays (pro-rated)
SALARY RANGE: £42-55k FTE (commensurate with experience)

ABOUT JW3

JW3 is a non-profit Jewish Community Centre and arts venue based in London NW3, open to all regardless of race, religion, belief, gender, sexuality, ability or age. We are a registered charity and a company limited by guarantee. We opened our doors in October 2013 and currently receive over 200,000 visits each year to our purpose built centre that houses a Cinema, Restaurant, Bar, Café, Nursery, and over a dozen spaces where a year-round programme of over 6,000 activities takes place, including adult education, language classes, theatre, music performances, youth programmes, after-school activities, food & drink workshops and demonstrations, parties, 'big name' talks and debates, films, family programmes and more.

Our Vision is of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life. *Our Mission* is to increase the quality, variety and volume of Jewish conversation in London and beyond. We seek to make an impact by: increasing the range and number of Jewish people engaged with positive Jewish experiences and expressions of Jewish life; bringing greater numbers of Jews into positive contact with other types of Jewish people across divides, strengthening sense of community; and fostering closer relationships between Jewish people and other communities, breaking down barriers.

OVERVIEW OF ROLE

The People Director is a new role at JW3 that has been created to drive the strategic people agenda of this diverse and vibrant charity. You will develop and manage a successful and appropriate HR function that will ensure all JW3 staff are best supported in order to achieve our ambitious goals, including working closely with the Senior Leadership Team to create a healthy, positive and high performing organisational culture.

In this standalone role, you will provide strategic and operational HR expertise to the CEO, Senior Leadership Team (SLT) and team managers. You will lead the organisation in the continued development and implementation of a proactive human resources function including employee relations, performance and talent management, organisational design and development, staff engagement, reward and recognition, and HR Systems.

You will be responsible for developing and implementing a strategic People Plan which aligns with JW3's organisational vision, mission and values. As a key member of the SLT, you will be an innovator, a trusted advisor and an agent of change for the organisation overall. Working across all aspects of the organisation, you will have responsibility for the implementation and success of all HR strategies, policies and initiatives.

SPECIFIC RESPONSIBILITIES & DUTIES

1. Strategy and Planning

- Develop and implement integrated HR strategies for JW3 across all areas of the organisation, working closely with the CEO, the SLT and other key stakeholders where appropriate.
- Work collaboratively with the CEO and SLT colleagues to deliver a shared vision and deliver strategic priorities in line with the organisation's business plan.

- Articulate effectively JW3's HR strategies and plans, both internally to managers and relevant JW3 staff, as well as to key stakeholders, including the Board of Trustees and relevant sub-committees.
- Work collaboratively with the CEO on all major issues concerning people.

2. Performance Management

- Review effectiveness of existing approach to performance management, reward, benefits and recognition. Recommend and lead on implementation of improvements where required to ensure the following of latest best practice.
- Work in partnership with the SLT and line managers to ensure that JW3 embeds effective performance management programmes and ensure these are used consistently throughout the organisation.
- Drive a culture of high performance within the organisation through the development of SMART objectives, setting of clear responsibilities and accountabilities and ensuring that appropriate performance reviews occur on a regular basis.
- Encourage appropriate, honest, constructive feedback throughout the organisation by establishing and managing a clear and transparent delivery framework.
- Establish a culture that appropriately identifies and celebrates success.

3. Recruitment, Retention, Development and Succession

- Ensure that the organisation attracts, retains and develops the best professional team to achieve our organisation's short/medium term goals and longer-term mission, within our financial means.
- Lead on strategic recruitment discussions with SLT colleagues and line managers regarding vacancies and potential future vacancies.
- Ensure that recruitment of candidates is done in the most effective and cost-efficient way for the organisation, using all available channels.
- Develop, implement and improve induction processes that ensure all new staff are welcomed, receive appropriate and effective onboarding and are provided a safe and inclusive work environment.
- Lead on the identification of key drivers of engagement and attrition across our workforce. Design and implement targeted interventions to increase levels of engagement and staff satisfaction; reduce staff turnover; and build a diverse and inclusive team.
- Maintain a continuous overview of working practices, organisational culture and take action to bring working practices in line with best practice within the sector if required.
- Champion a culture of continuous learning and development by helping the SLT and line managers identify the training needs for staff and recommending appropriate training, opportunities and development interventions where appropriate.
- Lead on the development and delivery of programmes to improve and enhance management and leadership capabilities across the organisation, focusing specifically on SLT and line managers.
- Responsible for the content of regular Staff Meetings, Staff Development Days ("away days"), and the annual SLT retreat, in order to maximise the effectiveness of these interventions and ensuring that they respond to organisational and staff priorities.
- Lead on staff meetings, staff days (e.g. staff development, "away days" etc).
- Develop a succession planning strategy and models for the organisation, working closely with the SLT to implement

4. Employee Relations

- Using a strong working knowledge of employment law, confidently advise managers in areas of grievance, disciplinary, sickness absence, capability and performance management.
- Foster and maintain relationships with key external supporters and organisations who can offer pro bono support on people matters including employment law.
- Support line managers with any conduct, performance or capability issues in line with JW3 policy and UK employment law.

5. Systems, Information Management and Administration

- Maintain and where relevant develop all JW3's policies and procedures for staff in line with JW3's values and ensure full implementation. Ensure systematic, regular review of all such policies and procedures to ensure they are up to date and in line with best practice.
- With assistance from the PA to the CEO/COO, oversee the day-to-day administration of the HR function, including employment contracts, holidays, sick leave etc.
- Establish systems and report key People metrics that demonstrate quality, effectiveness, a positive organisation and engaged staff culture and business outcomes. Provide simple, insightful reporting that informs the SLT about trends in absence, turnover and employee engagement.
- Take responsibility for the staff handbook, ensuring that policies are up to date and the handbook is available and well communicated.
- Ensure JW3 fully complies with and manages its responsibilities regarding the Disclosure and Barring Service (DBS).
- Work with the Finance Team and the payroll bureau to run payroll and administer payroll records.

6. General duties and responsibilities

- Provide clear HR leadership and direction across the organisation.
- Work closely with the JW3 people Committee of lay advisors, and especially the committee's Chairperson, a JW3 trustee.
- Protect and enhance the reputation of JW3, presenting the organisation in an appropriate and professional manner to stakeholders.
- Build appropriate relationships with relevant organisations to raise JW3's positive profile, and act as an advocate for the impact of JW3's work where appropriate.
- Attend all relevant staff meetings, supervisions, lay board meetings etc.
- Undertake other reasonable duties as required by the CEO or trustees.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

All staff must wholeheartedly buy into JW3's mission, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to the organisation's goals of delivering high quality activities, arts and culture, and community-building in a Jewish centre is critical.

Essential Skills, Knowledge and Experience

- Proven successful experience at a relevant senior level in a similar role leading on HR within a business or non-profit organisation.
- Experience of developing, implementing and embedding people-focused strategies to deliver business objectives and organisational goals, including recruitment, retention, staff development, performance management, and employee relations.
- Experience leading on staff engagement, talent management, organisational change and staff culture change and development
- Strong understanding of employment law and HR best practice commensurate with this level, including experience of managing complex ER issues, providing guidance and support to Executive Teams in order to manage organisational risk.
- Significant experience of driving a performance culture and developing high performing leaders, employees and teams at all levels of an organisation/business
- Proven capability of operating as a trusted advisor to the CEO and senior executive team
- Superb communication skills - written and verbal.

- Ability to build rapport quickly with key members of the senior leadership team, lay leaders and advisors.
- Confident directing HR and advising line managers on all aspects of people management and development.
- Preference will be given to candidates with relevant education, training and qualifications. In particular, Fellow CIPD qualification / relevant People Management qualification.

Desirable Skills, Knowledge and Experience

- Demonstrable experience in managing redundancy, TUPE and other relevant HR processes.
- Experience working within the non-profit/charitable sector within an HR role.
- Experience as the sole HR professional within a small-to-medium organisation or business (i.e. approximately 45-65 employees), without a larger HR team.

Personal Qualities

We are looking for someone who:

- Has strong personal leadership qualities and personal credibility to inspire trust and confidence in the People function and wider organisation
- Is a strategic and innovative thinker who can translate strategy into operational and project plans and goals, and be hands-on in implementing them
- Demonstrates a proven ability to challenge, influence and make changes with positive benefits
- Shows understanding of and empathy with the mission and work of JW3
- Is articulate, charismatic, dynamic and patient
- Has a natural ability to effectively work in teams and form positive relationships
- Has passion, drive, commitment and integrity.

BENEFITS OF THE ROLE

In return for your hard work, commitment and being an integral part of the JW3 team, you can expect:

- Access to a fantastic range of events ranging across Arts, Culture, Politics, Education and Film.
- Some flexibility with your office hours.
- To be part of a charity that makes a real difference to our community and wider society.
- To be given a level of independence and enjoy a hands-on role.
- To be a voice that's heard through all levels of the organisation and affect change.
- Opportunities to work with and learn from lay advisors who are experts in the field.
- Training and development opportunities.