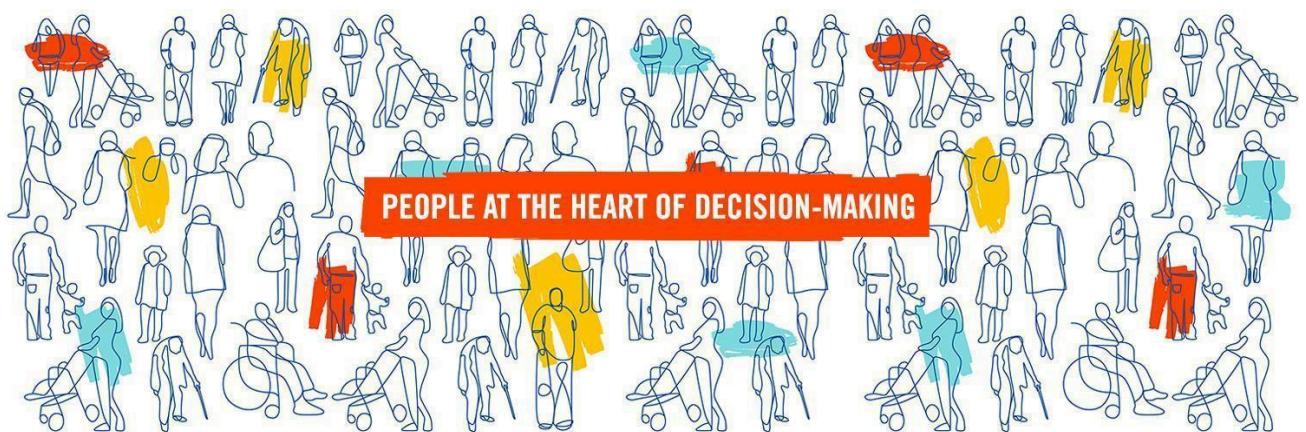




People and Culture lead

Job description



PEOPLE AT THE HEART OF DECISION-MAKING

Practical details

SALARY BAND:

£45,665 (pro-rata)

LOCATION:

Flexible. Must be comfortable with committing to regular travel both for project work and Involve team activities. Must be able to travel across the UK.

HOURS:

0.60 full time equivalent, 3 days per week (21 hours)

01. Who we are

We're the UK's leading public participation charity, and we want to build a more vibrant democracy, where everyone can have a say in a society that works for all of us.

Since 2003, we have been working with governments, parliaments, civil society, academics and members of the public to create and deliver new forms of public participation that re-vitalise democracy, improve decision-making, and enable people to shape the decisions that affect their lives.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the future by putting people at the heart of decision making.

We work across the UK and internationally, with offices in Belfast and London. Many of our staff work from home across the UK or in a hybrid pattern, rather than being based at one of our offices, though we meet up regularly as a team.

02. What we do

Our mission is to lead the UK in making participation and deliberation an everyday part of democracy, to help meet the challenges of the 21st century.

We need to make important choices as a society, but our democracy isn't working as it should. Decision-makers are struggling to get things done. The public are frustrated the system isn't working for them. And everywhere people are feeling divided, distrustful and powerless.

Our work is focused in three areas:

- **Making the case** – demonstrating why participation and deliberation are essential features for a healthy modern democracy, and ensuring that those in positions of power and influence understand and support their use in addressing some of the UK's most intractable issues. [Check out our latest thinking.](#)
- **Embedding change** – building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support participatory and deliberative practice. [Check out our resources.](#)
- **Pioneering practice** – encouraging widespread uptake of participatory and deliberative processes, and promoting continuous learning and innovation to improve democracy and deliver lasting solutions in key policy areas. [Check out our practical projects.](#)

All our work builds towards delivering the following six outcomes for our democracy, which we believe will lead to the vibrant, participatory society we want to see.

- **Democratic norms** – Participation and deliberation are recognised as essential features for a healthy equitable democracy by the public, society and decision-makers;
- **Political support** – People in positions of power and influence across society and the political spectrum understand and actively support the use of participatory and deliberative decision-making;
- **Frequent use** – There is frequent use of participatory and deliberative processes supported by the right resources (people and budgets) both inside and outside of political institutions;

- **Evidence and practice** – There is an accessible and well-communicated body of evidence and practice that demonstrates the impact of our vision and how to achieve it;
- **Clear standards** – There are clear principles and standards that support good practice in delivering and embedding participatory and deliberative processes, which are widely understood and followed;
- **Democratic innovations** – There is continuous learning and innovation to improve democracy and work against entrenched inequalities.

Find out more about our work: www.involve.org.uk/our-work/

Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision
- **Equity** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** - because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement
- **Quality** - because effective participation requires time, attention and commitment

03. About the role

Involve has grown in terms of both its turnover and staffing headcount in recent years. In 2024 we marked our 20th anniversary and the need for this new role reflects the growth and maturity of the organisation as we build the infrastructure to support the larger, more established organisation of around 30 people.

The People and Culture lead will report to the Director of Finance and Support Services and be responsible for developing our HR policy and practice taking a holistic approach and embedding our values into HR policy, leading consultation with our union on policy development. They will work closely with the management team to support the development and implementation of strategies to foster a positive organisational culture and provide HR generalist support to our team.

The People and Culture lead will be a CIPD qualified HR professional with strong HR generalist experience allied with a participatory approach that supports us in developing an inclusive environment in which everyone is supported to grow, develop and contribute to achieving our mission

04. Key responsibilities

1. Developing progressive HR policy and practice (33%)

- Lead on the development of HR policies which are appropriate for the organisation and reflect our mission of creating a participatory society.
 - Review of current HR policy and practice, developing a prioritised plan to identify gaps in policies, researching and advising on best practice to ensure policies align with organisational culture.
 - Working in conjunction with union representatives and management in the design of, and consultation on, a suite of new HR policies, developing and delivering a rolling programme of review and refresh thereafter.
 - Ensuring new policies are communicated with staff members across the organisation and all team members understand their rights and responsibilities in relation to policy
 - Exploring ways to address power and equity in all our systems.

2. Support management team in fostering a positive organisational culture (33%)

- Support the management team in designing and delivering activities to support a positive organisational culture
- Creating ways to support a feedback culture where we are able to have honest, and sometimes challenging, conversations. This will include ensuring we have the skills and spaces for giving and receiving feedback across the organisation.
- Delivering on the following ongoing activities::
 - In conjunction with the wellbeing working group, develop, implement and monitor the effectiveness of initiatives to positively impact team wellbeing and tackle risks of stress and burnout.
 - Ensure Involve continues to be able to attract and retain a great team in order to deliver its mission
 - Ensure Involve has training and development opportunities available to all staff which meets individual and organisational needs to fill skills gaps and provide opportunities for personal growth.

3. Provide HR generalist advice and guidance to line managers and team members (33%)

- Provide support and advice to managers and team members with understanding and applying HR policies and practices in a way that balances compassion, fairness and legal obligations

- Co-ordinate the recruitment and on-boarding of new staff with support from the Support Services Administrator
- Support and advise managers in employee relations matters

05. Key competencies

- CIPD level 7 qualified HR professional with significant post qualification experience in a similar role within an organisation that has a progressive HR approach. Up to date knowledge of HR systems, processes and employment law.
- A proactive approach to problem solving.
- Ability to provide legally sound, pragmatic HR advice that balances the needs of the organisation with a compassionate, people centred approach.
- Demonstrable commitment to Equity, Diversity & Inclusion and able to weave power and equity principles through policy and practice.
- Excellent communicator, able to provide advice and guidance in a clear, concise and manner with a calm demeanour. Able to inspire confidence in others. Good listening skills, able to hear and clearly understand other perspectives, find common ground and co-create solutions to complex or knotty issues.
- Able to work collaboratively with union representatives and team members at all levels building positive working relationships.
- Understanding of how organisational cultures work, with experience of culture change being desirable
- Committed team player, embodying our values of collaboration, equality and purpose, and passionate about furthering Involve's vision of a democracy that works for everyone.
- Experienced and skilled line manager, able to support and challenge managees to achieve their best.

06. Pay, location and benefits

Job Title: People and Culture lead

Pay band: £45,665 (pro rata)

Hours: Part time, three days per week 0.60 full-time equivalent (21 hours per week)

Location: Flexible. Must be comfortable with regular travel both for project work and Involve team activities. Must be able to travel across the UK.

Reporting to: Director of Finance & Support Services

Leave: All staff get 25 days annual leave (pro rata) in addition to bank holidays and the period between Christmas Day and New Years Day.

Interviews will take place from 19th May. Interviews will take place on Zoom and will consist of an interview task plus interview questions. If successful in the first round, you may be invited to a second interview.

We can make reasonable adjustments to our interview process, and to working arrangements, according to your needs. If you are shortlisted for an interview we will explain what the process will involve in advance and check with you if we need to make any adjustments so that you can interview fairly and comfortably.

We're actively building a diverse team and welcome applications from everyone. But simply having a diverse workforce is not enough. We aim to build an inclusive environment, where everyone can contribute their best work and develop to their full potential. We offer a flexible working environment so you can adjust your hours to suit your personal circumstances. We celebrate our differences, and recognise the importance of teams reflecting the communities they work with.

We have physical offices in London and Belfast which are always available to work in. We are flexible in terms of either working from home, or working hybrid from home and a physical office. However the successful candidate must be able to travel to Involve internal meetings and away days and sometimes to include overnight stays. As such, applicants will need to be comfortable with regular travel.

The following benefits are available to staff:

- Workplace pension with employer contribution of 5%
- Employee Assistance Programme
- Childcare vouchers
- Enhanced parental leave package for qualifying employees
- Participation in both external and internal training