



38 DEGREES
people. power. change.

People Partner

£50,000- £55,000 (dependent on experience)

Location: UK

Permanent, with immediate start

For an informal and confidential discussion about the role, please contact our recruitment partner:
Carroll Lloyd or Vikki Park, NFP Consulting

E: carroll.lloyd@nfpconsulting.co.uk or vikki.park@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement.

How to apply

Apply online at <https://nfpconsulting.co.uk/jobs>

Closing date: Friday 15th October 2021

Selection and timescales:

Interviewing starting w/c 26th of October

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.

People Partner - £50- £55,000 (dependent on experience)

Location: UK*

Permanent, with immediate start

*38D is in the process of sourcing new offices and therefore until such time this has been secured (timeline not known just at the moment, but successful candidates will be kept informed) , the role will be remote working.

Thereafter, the person will need to be in the office a minimum of 2 days.

Who are we?

38 Degrees is made up of more than 2 million people from all walks of life across the UK. We have different backgrounds and opinions, but we all agree – politics works better when more of us get involved. 38 Degrees helps make that happen, by giving people in every corner of the country the tools to make our voices heard on the issues we care about. Together, we sign online petitions, chip in to fund expert research and talk to our MPs. In the space of a week, millions of members could be campaigning on anything from protecting our NHS and stopping cuts to Universal Credit, to saving local libraries and pushing for laws that welcome more refugees. We run campaigns which help make Britain a better and fairer place to live.

38 Degrees is independent. The 2 million of us who take part vote for all political parties and none, and we're funded by tens of thousands of small donations from members of the public.

We don't just seek to change the outside world either; at 38 Degrees, we're always learning how to be even more mindful of how our country, our priorities and our team is changing, and are as responsive as possible to ensure our culture is as inclusive and considerate as humanly and technologically possible.

The 38 Degrees culture is honest, kind, supportive, courageous, and respectful. We move fast, and frequently change plans to respond to events. We work hard but we also have fun. We're currently a team of 30 staff based in London, Edinburgh and elsewhere throughout the UK.

Benefits:

- 27 days holiday per year (plus Bank Holidays)
- Employer pension contribution
- 24 hour employee support line
- Enhanced family leave policies
- Childcare vouchers
- Cycle to work scheme
- Free annual flu vaccination
- Rental deposit loan
- Contribution to eye tests/glasses

Special COVID provisions:

- 9-day fortnight (every other Friday off)

What's next?

If you are interested in this role please send your application to NFP Consulting, via their website at <https://nfpconsulting.co.uk/jobs>

38 Degrees is committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at 38 Degrees interviews or tasks
- Paying for your travel costs to the office and back – and for overnight accommodation if you're travelling from a long distance. Right now though, given the restrictions COVID-19 presents, we are expecting all interviews to be held online using zoom.
- Making any reasonable adjustments – for example ensuring we have a BSL interpreters organised in advance if you'd like one of them
- If there anything else you're concerned about or think we could provide, please let us know.

The successful candidate must have the right to work in the UK at the time of appointment.

Please see our Job Applicant Privacy Notice here: <https://home.38degrees.org.uk/job-applicant-privacy-notice/>

You can apply for this role by emailing your CV and covering letter to our recruitment partner, NFP Consulting - <https://nfpconsulting.co.uk/jobs>

Please ensure that your covering letter of no more than two pages details how you meet the requirements of this role.

There are also some questions that we will need all applicants to complete as part of their cover letter - please see below

People Partner Application Selection Process September 2021

1. This role involves the development of policies and procedures; What policies have you created from beginning to completion? What process did you follow?
2. Please can you describe a time in which you managed a disciplinary process from beginning to end? What process did you follow and what employment law consideration did you need to make?

3. Part of this role involves support for our transformational change programme - please give an example of a transformational change project that you managed from beginning to end; the challenges if any and how you resolved these?
4. Please give an example of an engagement initiative you undertook to improve morale; how did you plan this and measure success?

Job Description - (Permanent) People Partner

What's the role?

Reporting to the People and Operations Director, the People Partner will provide operational and strategic support as required by the People and Operations Director across 38 Degrees. The People Partner will be responsible for coordinating and managing areas of People services across the employee life cycle acting as the primary People lead when the need arises and supporting organisational wide initiatives as agreed by the People and Operations Director.

The People Partner collaborates and works closely with the operations team, the Senior Management team (SMT) and line managers to develop the People capacity of managers, organisational development and to build and support a strong culture and working environment.

Responsibilities: include the following, (38 Degrees may add, change, or remove responsibilities based on changing priorities).

People Strategic Support

- Provide support by developing and implementing a range of People strategic initiatives as agreed and planned with the People and Operations Director
- Work as a a thought/business partner with teams across the organisation, working in a consultative way, helping to build a high trust culture,
- Work collaboratively with managers to develop and maintain a strong understanding of team strategies to improve overall capacity to manage teams and to build a culture of excellence

People Operations

- Manage the provision of the People service to managers and employees, including the full employee life cycle - including and not limited to recruitment, performance management, benefits and compensation, inclusion initiatives, learning and development and support employee relations, workforce planning, organization structure, etc.
- Coordinate the implementation and ensure compliance of all people policies and procedures and develop policies and processes as requested by the People and Operations Director
- As agreed with the People and Operations Director advise managers on employment practices and compliance; lead on employee relations including investigations and preparation for meetings; maintain up-to-date knowledge of emerging employment legislation and practice
- Ensure compliance and promote anti-oppression practice in all areas of 38 Degrees with particular reference to the People space
- Work closely with the Operations Manager to coordinate the preparation of payroll and the benefits program, including the maintenance of compliance of employee files and other relevant employee information
- Manage immigration processes
- Together with the Operations team manage the People suggestion/mailbox and information collation for ongoing initiatives
- Together with the Operations team update the People page of the internal Wiki

People Management

- Effective line management of your direct reports, in all areas of performance management and development
- Support those who report to you to deliver excellence in all areas of their work

Project Management

- Undertake research/People project work as assigned by the People and Operations Director, including administration, provision of accurate information related to policies, procedures, good and best practice solutions
- Support organisational development projects and consultations as required by the People and Operations Director
- Responsible for creating and updating the project plan and schedules
- Support all communication efforts including writing, editing and proofreading communications

HRIS System/Administrative Management:

- Verify and update the correct employee information in HRIS system (PeopleHR), spreadsheets, systems and Wiki
- Develop workflow processes for PeopleHR as needed
- Together with the Operations Manager produce supporting letters, maintain the employee electronic and compliance paperwork
- Produce and analyse reports when needed

Employment law:

- Keep up to date with developments in employment legislation and People best practices, knowledge sharing within the team to ensure continuous development and improvement in the service offered;
- Stay up to date with ACAS and Government guidance relevant for the People space

Your experience should include:

- Strong experience in a generalist HR role
- Sound knowledge of UK employment law as well as HR best practice across the full spectrum of the employee life cycle
- Strong experience of employee relations and managing complex disciplinarys, and grievances
- Strong experience of reviewing and drafting People policies, procedures and guidelines and of developing and implementing People processes
- Good experience of managing organisational change initiatives
- Good experience of report writing and providing accurate and relevant metrics
- Good experience of managing consultation processes
- Experience of managing consultants/staff
- Experience with HR software and ability to learn new software applications

More about you**Essential skills:**

- Excellent interpersonal skills, collaborative style and approach, and ability to work effectively
- Ability to work in an environment in which policies and procedures are not fully developed
- Ability to solve complex issues through analysis, definition of a clear way forward and ensuring buy-in

- Quality orientation and attention to detail, particularly when issuing/drafting legal documents e.g. employment contracts, grievance/disciplinary responses, etc.
- High level of discretion and ability to handle confidential issues
- Strong political judgment and resilience
- Excellent computer skills, with ability to use learn new software
- Ability to stays abreast of HR best practices and relevant legislation
- Knowledge of Data Protection and GDPR with the ability to ensure the security of employee information in accordance with legislation and best practice.

You must be Part or CIPD qualified.

You must:

- Be committed and passionate about our mission/making change through people power and our members
- Be committed to anti-oppression and valuing diversity
- Have the right to work in the UK

Our commitment to Diversity & Inclusion

We believe that diverse teams are great teams, and great teams achieve great things. We welcome people with different backgrounds, views and lived experiences into our team.

38 Degrees work to make democracy work for everyone. That means living up to that mission by having a team that represents our membership and our location, making 38 Degrees a genuinely inclusive space to work. We are currently under-represented by black/ people of colour, trans and non-binary people, older people and people with disabilities . We welcome applicants from these groups.

Location: UK

Duration: Permanent Position

Working hours: Full time position, 40 hours per week

Compensation: £50,000 - £55,000 (dependent on experience)