



The
Wildlife
Trusts

Strategic Lead - People and Culture

RECRUITMENT PACK

Salary: up to £50,000 per annum

Location: Home-based with a requirement to work from the Newark office monthly, and other Trusts as required. The Newark office is open 3 days a week (Tuesdays, Wednesdays and Thursdays)

Full Time: 35 hours per week

Permanent

Royal Society of Wildlife Trusts
Registered Charity N° 207238
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RED SQUIRREL © LUKE MASSEY 2020VISION

About Us

We are a grassroots movement of 46 independent Wildlife Trusts, supported by a central charity, The Royal Society of Wildlife Trusts. We have more than 900,000 members, 35,000 volunteers and 3,500 staff across the UK. We are at an exciting moment in our 110-year history, with an ambitious new strategy setting out a vision of nature in recovery, with abundant, diverse wildlife and natural processes creating wilder landscapes where people and nature thrive.

The next 10 years will be critical in determining what kind of world we will all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. This will require big, bold changes in the way we think and operate, and the development of a strong, collaborative culture. It will require an increase in collaboration and working together, underpinned by strong systems and data.

The Wildlife Trusts are on a mission to bring about a people-powered nature and climate recovery by empowering people to take meaningful action for nature, and to create an inclusive society where nature matters to everyone, everywhere. We are ambitious in our desire not just to slow, but to reverse the declines in nature. Together we have developed a bold, new collective strategy which outlines our vision and the actions we will take to restore nature over the next eight years.

About You

If you are a brilliant People and Culture professional looking for a new and exciting challenge with the opportunity to work for one of the UK's best loved charities, then this could be the perfect role for you!

You will be supporting a strategy group and working with strategic people across the federation to ensure we invest in a high-skilled and diverse staff. You will be part of our strategic transformation team and you will foster a positive work environment, develop a strong organisational culture, and align HR Practices with the organisation's objectives and values.

This is your chance to be a core part of driving our ambition to unlock the potential of our people through leading, cultural and HR best practice at RSWT and across the Wildlife Trust federation. We know The Wildlife Trusts is a great place to work and volunteer and with your help we can further embed this view across the sector.

You'll work alongside the Strategic Lead on Learning and Development and the wider Wildlife Trust People team. As well as managing a small team of HR professionals, you will look to develop and deliver our people and culture strategy using innovative and creative talent solutions - building an environment where our people can continuously develop to be their best.

You will provide leadership and consulting support to the Senior Leadership Team on matters of cultivating culture, setting goals, developing policies, and implementing strategic objectives.



About You

We are seeking a passionate Strategic People and Culture professional to join us, you will have a proven track record of taking a lead in driving forward organisational change around people and culture strategies in a complex organisation. Your role will be to evolve and deliver our People and Culture Strategy delivering resulting initiatives and plans, and you will have experience of working within a strategic HR role, ideally across different organisations. Excellent communication, negotiation and interpersonal skills are essential, with the ability to work collaboratively with cross-functional teams. You will be a natural influencer and you will be highly personable and able to build effective stakeholder relationships, internally and externally, at all levels.

You will support, lead and facilitate a number of working groups across The Wildlife Trusts looking to harmonise terms and conditions where appropriate and produce a suite of resources leading to great efficiencies.

You will enjoy working in a fast-paced environment, be organised and resourceful and be able to think strategically as well as having a great attention to detail. You will have a clear passion for our cause and have excellent listening, collaboration and facilitation skills to help bring everyone together to ensure that we deliver to the highest standards and achieve the best outcomes for nature.

To excel in this role, you should be highly motivated and detail-oriented with strong emotional intelligence and should enjoy social interaction. You will develop and execute people and culture strategies, collaborate with colleagues across the Trusts in joint initiatives, share best practice and provide professional support where appropriate.

A proven commitment to and understanding of the not-for-profit sector would be desirable but is not essential.



About You

This is a new and ambitious role which will evolve following your appointment so you should be excited by the flexibility and opportunities to take an innovative approach.

The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgemental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement

The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

This role may be subject to a DBS check.

Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact tash.stewart@iris.co.uk to discuss this further and understand other options.

Job Description - Overall purpose of job

You will foster a positive work environment, develop a strong organisational culture, and align HR Practices with the organisation's objectives and values. You will be supporting a strategy group and working with people across the federation to ensure we invest in a high-skilled and diverse staff, you will be part of our strategic transformation to build a federation wide people and culture strategy. You will:

- Develop and deliver our People and Culture Strategy, working with the Senior Leadership Team (SLT), delivering resulting initiatives and plans:
- Provide leadership and consulting support to management on matters of cultivating culture, setting goals, developing policies, and implementing strategic objectives.
- Support the development of HR best practice at RSWT and across the Wildlife Trust federation
- Manage the People and Culture team within RSWT



Job Description - Main Responsibilities

Develop and deliver our People and Culture Strategy, working with the Leadership Team, delivering resulting initiatives and plans;

- Work with the Deputy CEO to deliver and regularly review the charity's People and Culture Strategy, which supports the achievement of our overall 5 year strategy;
- Align the people related strategies to business objectives;
- Liaise with professional bodies and networks to keep abreast of developments in People and Culture, EDI and Lived Experience, integrating learning into policies and practice;
- Collaborate with colleagues across the Trusts in joint initiatives, share best practice and provide professional support where appropriate;
- Oversee recruitment and talent retention strategies to ensure the organisation always has the workforce it needs

Provide leadership and consulting support to management on matters of cultivating culture, setting goals, developing policies, and implementing strategic objectives.

- Champion and promote the charity's values, implementing initiatives to embed this approach in all aspects of our people management;
- Manage staff engagement to ensure consultation and healthy flow of information across the charity;
- Work with the Deputy CEO and Leadership team to develop a consistent, healthy working culture to support a thriving, ambitious charity;
- Execute programs that enhance employee well-being
- Provide guidance and input on business unit restructures, workforce planning and succession planning.
- Implement performance management systems that encourage continuous improvement



Job Description - Main Responsibilities

To lead the development of HR best practice at RSWT and support across the Wildlife Trust federation by:

- Leading the development and implementation of RSWT's People and Culture Strategy
- Develop work force planning and talent management processes to enhance organisational effectiveness.
- Ensure cost-effective and timely delivery of HR programs and services;
- Ensuring that RSWT has the highest standards of HR, organisational and staff development, including the development of new ways of working; and help support the wider federation in this.
- Championing Equality, Diversity and Inclusion at the heart of everything we do.
- Co-ordinating a working group to develop harmonised terms and conditions of employment across Wildlife Trusts.
- Co-creating a suite of toolkits for use by Trusts, including recruitment; a wellbeing framework and cultural induction.

Managing the People and Culture team within RSWT

- Effective line management and development of the People and Culture team.
- Managing external contractors.
- Manage the HR budget and allocate resources effectively
- Maintain confidentiality in HR matters and uphold high ethical standards embedding RSWT values in everything we do.



Job Description - Main Responsibilities

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are always expected to act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.



Person Specification

Essential:

Personal qualities:

- Flexible and open-minded, able to adapt to changing situations and able and willing to take a leadership role where needed
- Ability to work both alone and co-operatively as part of a team
- Highly organised, with excellent time management
- Engaging and personable manner, with good emotional intelligence and resilience

Key competencies:

- Working under pressure and managing multiple priorities
- Attention to detail

Experience:

- Able to demonstrate substantial experience of working within a strategic HR role, ideally across different organisations
- Strategic planning and delivery
- Experience of leading, coaching, and managing people
- Measuring, monitoring and evaluating impact
- Championing equality, diversity and inclusivity



Person Specification

Essential:

Knowledge and Skills:

- Leadership development
- Strong knowledge of employment law and regulations for compliance and risk management
- Excellent communication and presentation skills
- Excellent interpersonal skills – tact, diplomacy, negotiation and ability to command respect and influence a wide range of people / ability to communicate with & influence stakeholders at all levels
- Project planning and management
- CIPD qualified or similar qualification



Person Specification

Desirable:

Personal Qualities:

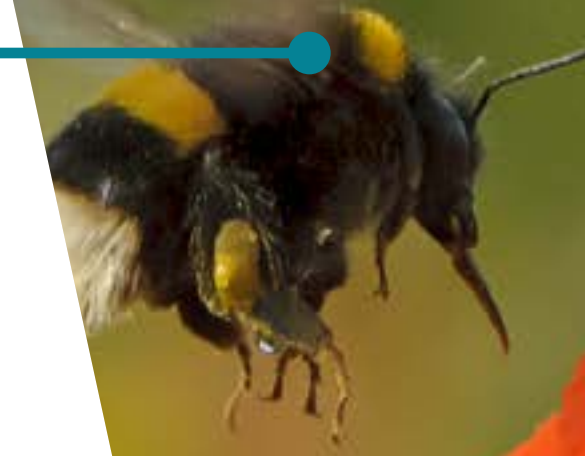
- An interest in nature and a passion for inspiring others to support important causes

Experience:

- Crisis management and managing sensitive issues
- Working and / or volunteering in a charity
- Experience of budget management

Knowledge and Skills:

- Principles of customer care and knowledge of Customer Relationship Management (CRM) systems.





Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

Closing date for applications: 4 August 2024

First Interview: 30 August 2024 (Newark office)

Second Interview: 6 September 2024 (Online)

