



People and Culture Manager Role Profile

Job title	People and Culture Manager
Location	UK (Greater London / Hybrid)
Responsible to	Director of Development and Operations
Responsible for	
Contract	<ul style="list-style-type: none">• Permanent – Part-time (3.5 days per week).• Salary c.£50k-£55k FTE (pro-rata for 3.5 days per week).• Hybrid working policy (1-2 days per month in the central London office)

About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that eye health is not an optional extra. It is vital to everything, for everyone.

Our income and impact have both increased in recent years and with a new 3-year plan, we are accelerating our work and impact further. IAPB is a growing and successful international organisation registered in the UK with a dedicated staff team located around the world.

Outline of the Role

The People & Culture Manager is responsible for managing all aspects of the human resources function and employee journey to ensure that IAPB attracts, develops, and retains high-quality staff.

This role supports the Development & Operations Director in fostering a positive, inclusive working culture, whilst ensuring compliance with employment legislation and best practice.

Role description



Employee Relations and HR Management

- Develop onboarding processes to ensure new team members have the information they need to thrive at work with IAPB.
- Prepare offers of employment, change of terms letters and other standard employment documentation, with support from external HR Advisors as required.
- Serve as a point of contact for employee concerns, providing guidance on HR policies and procedures, with support from external HR Advisors, and the Development and Operations Director.
- Manage our HR compliance for EOR and Secondment Partner Organisations.
- Manage the relationship with the appointed EAP (Employee Assistance Programme) including regularly reviewing the support available to ensure it offers the right level of support for team members in line with our values and aspirations as a good employer.
- Develop and build the process for employee objective-setting, and how this then links to the wider organisational strategy, including training for line Managers.
- Support the appointed Data Officer (Development & Operations Director) by managing the organisation's approach to GDPR and data protection with respect to HR specific processes, overseeing HR systems and records, ensuring data integrity and security.
- Manage the employee database (Breathe HR), to support staff with requests relating to annual leave, signing documentation and updating personal information.
- Support the recruitment process by arranging the advertising on appropriate websites and working with line managers to initially triage and longlist applications.

Strategy Development

- Support the annual planning cycle, to develop and implement the annual and quarterly rhythm of team meetings, workshops, planning meetings, leadership meetings and opportunities for team gatherings.
- Developing guidance for line managers to support the annual rhythm of 1:1 meetings and quarterly reviews and annual appraisals supporting team members to meeting their operational objectives and personal development goals.
- Lead the ongoing development of HR policies and processes, including recruitment, staff onboarding, annual reviews and professional development, as well as regularly reviewing staff pay and reward packages and ensuring they are in line with good practice.
- Support the development of IAPB's approach to effective methods of working and inclusive organisational culture, drawing upon best practice from across the sector and ensuring alignment with organisational values.

Learning and Development

- Manage the design and development of a learning and development plan for IAPB, identifying potential training options for individuals and teams as needed, working with



Directors to identify key learning needs and either develop learning offers to meet those needs or source relevant and high impact external training, for both hard and soft skills.

Team Facilitation & Engagement

- Play a leading role in facilitating team meetings and workshops.
- Develop a monthly internal staff update, with contributions from the team.
- Manage the agenda and meetings of the staff consultation group.
- Organise the annual staff survey; distribute results and implement solutions to address staff concerns.

Person specification (E) Essential. D (Desirable).

Qualifications

- CIPD qualified to level 5 or above - Essential

Skills and Experience

Essential

- Proven experience as an HR Manager similar role, preferably within the non-profit sector.
- International HR experience.
- Strong knowledge of employment law and HR best practices, preferable within the non-profit sector.

Highly Desirable

- Experience in change management and organisational development.
- Excellent communication and interpersonal skills for communicating face-to-face, in writing and by telephone with individuals at all levels.
- Strong IT skills, including high levels of proficiency in all aspects of Microsoft Office.
- Excellent organisational, and time management skills with an ability to prioritise competing demands.
- Evidence of working in a team and contributing to a culture of a diverse and collaborative working environment.
- Experience of liaising with, negotiating and managing relationships with external organisations, teams, and individuals.