



**every
one**

deserves a decent
place to live.

Head of People Candidate information pack

December 2024

Closing date: 5 January 2025

The Basics:

- **Head of People at Habitat for Humanity Great Britain.**
- **We currently have a permanent headcount of 43, with ambitions to grow.**
- **£48,000 at 0.8 FTE (based on a full-time salary of £60,000), permanent.**
- **Remote, home-based working.**
- **Regular travel (average 2-3 days per month mainly to central London, travel expenses covered).**
- **Applicants must have the right to work in the UK.**
- **Benefits incl: 25 days holiday + paid BH (pro rata), up to 5% matched pension contributions, employee wellbeing services, 2 wellbeing days and an annual Habitat Day.**



About Habitat for Humanity GB

Habitat for Humanity Great Britain (Habitat GB) is part of the international Habitat for Humanity network, tackling housing poverty around the world. Decent and affordable housing is about much more than four walls and a roof – housing intersects with critical development issues, including gender equality, human rights, and climate change. You can find out more about our work at www.habitatforhumanity.org.uk



We build **strength**, **stability** and **self-reliance** through **shelter**.



About the role

We are looking for an experienced senior level HR professional, with a strategic mindset and people management experience. Reporting to the Director of Finance and Compliance and working in close collaboration with the National Director and others, your role will be both strategic and operational: shaping our people agenda and ensuring our HR systems and processes are of the highest quality.

Why this role matters

You'll be joining us at a really exciting time as we're on an ambitious transformation journey, providing you with the opportunity to directly influence and develop new ways of working and impact our performance.

Working in collaboration with the senior management team, you'll help shape and implement our people and development plans to support employee engagement and a positive and inclusive workplace culture.



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Your focus and responsibilities

- Lead the development of a new People and Culture strategy, aligned with the values and goals of Habitat GB's new National Strategy. Work with members of the Senior Leadership Team to identify priorities for delivery and resourcing, including actions which support our wellbeing, equality, inclusion and diversity objectives for staff and volunteers.
- Be responsible for a review and then ongoing monitoring and continuous improvement of people-related policies, systems and processes which minimise administrative processes for managers and employees.
- Provide operational and strategic advice and support on people and workforce matters, delivering a high quality, pragmatic and efficient people-focussed service.
- Develop and implement effective and efficient health and safety and safeguarding systems and tools working with others who may be accountable and supporting our people to understand and use them-



Your skills and experience – we're looking for someone with...

- Significant human resource experience in a senior HR role, leading and implementing organisational change.
- Time spent in a similar organisation, collaborating across teams and a diverse, networked structure.
- Experience of managing and developing a people focused service with and for a small team.
- Excellent working knowledge of current employment legislation and EDI best practice.
- Brilliant communication and collaboration skills, able to prioritise effectively, problem solve, organise and plan.
- The ability to flex: to think strategically and be hands on operationally.

Most importantly, we are looking for a positive team member with a commitment to our mission and values, and someone who demonstrates integrity, respect for others and a commitment to equity, diversity and inclusion.



What we offer

Employee wellbeing is pivotal to organisational success and Habitat GB is committed to supporting its people's wellbeing. Our existing offer includes flexible working arrangements, a sabbatical policy, virtual GP services, and "Habitat Day" – an extra day of leave for everyone.

We plan to expand our offer further, establishing Mental Health First Aider training, a buddy system for new team members, and resilience training. We want to foster a resilient and well-supported team and encourage all employees to actively participate in making this happen through suggestions and feedback.

As a fully remote team, we recognise that home-working can bring challenges. We look to bring colleagues together through online joint working sessions, social engagement, and regular in person meetings. In the medium term, we also plan to establish a space for hybrid working and team meetings.



Start your Habitat journey

We want the recruitment process to give you the opportunity to shine, to share your skills and experience as clearly as possible, and for you to find out more about Habitat GB in return. You are welcome to get in touch and arrange an informal chat with Henrietta Blackmore (HBlackmore@habitatforhumanity.org.uk) before applying.

To apply for the role, please send us your CV and a supporting statement (max two sides of A4) telling us about the skills and experience you would bring to the role and your motivation for applying. Send by email (REF: Head of People) to: recruitment@habitatforhumanity.org.uk.

Deadline for applications is 5 January 2025 (at 11:59 pm).

The recruitment process will have two stages: a panel interview and a short presentation, then a more informal meeting with members of the team. A briefing on each stage, as well as an overview of the questions and the panel members will be shared in advance.

We plan for first stage interviews to take place from the week beginning 13 January 2024. Interviews will be held in person, in Central London. Selected candidates will be contacted to agree a suitable time for interview. (Please note that we do not reimburse any expenses incurred during interviews.)

