

**JOB DESCRIPTION**

People Lead

**Hours**: 28 hours per week. Flexibility in terms of days worked.

**Salary:** £40,000 FTE

**Start date:** March 2025

**Reporting to:** C EO, member of the People & Culture Sub Committee

**About Us:**

Since 1992, Working Well Trust has been breaking down employment barriers for people with mental health conditions. What started as a focused mission has grown into something even more impactful - we now support people with autism, learning difficulties, physical disabilities, and those facing complex challenges including homelessness or addiction.

Our approach is practical and person-centered, focusing on:

- Tailored employment support that puts individual needs first

- Partnering with employers to create inclusive workplaces

- Running social enterprises that build skills and confidence

- Supporting budding entrepreneurs to start and grow their businesses

Most importantly, we believe in co-production - working alongside the people we support to continuously improve our services.

**Why We Need You:**

As we've grown to a team of 60 across 5 London boroughs, we recognize it's time to bring in our first People Lead. This is a standalone role reporting to our CEO - which means you'll need to be comfortable being our HR expert, ready to roll up your sleeves and tackle everything from complex ER cases to developing our people strategy.

**What You'll Be Doing:**

**Supporting Our People & Performance:**

- Coach our managers to bring out the best in their teams

- Handle employee relations with care and confidence

- Lead on performance frameworks that help people grow

- Guide us through organizational changes thoughtfully and effectively

- Help us understand why people stay (and why they might leave)

**Building Our Future:**

- Work closely with our CEO on workforce planning

- Lead recruitment end-to-end (we need someone who enjoys the hands-on aspects!)

- Help develop our future leaders

- Make smart decisions with limited resources

**Creating an Engaging Workplace:**

- Shape and deliver our People strategy

- Champion diversity, equity, and inclusion throughout the employee journey

- Partner with our Wellbeing Lead to support our team's health and happiness

- Keep our communication clear and meaningful

- Help us understand and act on employee feedback

**Managing Reward Thoughtfully:**

- Research and benchmark roles to ensure fair pay

- Help us make the most of our charity resources while staying competitive

**What Makes Someone Right for This Role:**

**Experience & Skills:**

- Solid HR generalist experience in a standalone role

- CIPD qualified (or equivalent experience)

- Strong grasp of UK employment law

- Comfortable with Microsoft Office and data analysis

- Clear communicator who can explain complex things simply

**Personal Qualities:**

- Takes initiative while knowing when to ask for help

- Balances getting things done with caring for people

- Values diversity and understands different lived experiences

- Brings high standards and attention to detail

- Works well independently but loves being part of a team

- Has the confidence to be our only HR specialist

**Don't worry if you don't tick every box - we're interested in your potential and what you can bring to our team. While charity/non-profit experience is helpful, it's not essential. What matters most is your HR expertise, your ability to work resourcefully, and your commitment to making a difference.**

**This is a 28-hour per week role, and we can be flexible about how those hours are worked.**

**If you're excited about using your HR skills to support a team that's making a real difference in people's lives, we'd love to hear from you.**