



# People & Culture Manager

## Job Description

**Position:** People & Culture Manager

**Contract Type:** Permanent

**Hours:** 3 days a week

**Location:** Bristol, UK

**Travel:** Estimated 3 weeks annual travel to Tree Aid offices in Africa

**Salary:** £44,353 (pro rata, 0.6 FTE)

**Reports to:** Head of Risk and Compliance

**Responsibility:** Mentoring and Matrix Support to the TAWA Administration & Human Resources Officer

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**Closing date:** November 1<sup>st</sup> 2024

**Interviews:** Ongoing as applications are received

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### About Us:

We collaborate with people in the drylands of Africa to tackle poverty and the effects of the climate crisis by growing trees and restoring and protecting land. As part of the Great Green Wall movement, we work where trees are needed most, where temperatures are soaring, and fertile land is vanishing at a terrifying rate. Our pioneering approach has been developed over 36 years of operating. We believe in empowering local communities with the tools and training they need to restore and maintain their environment. We are passionate about making a real difference, and we are looking for a skilled People and Culture Manager to join our team to drive our workforce strategy and help us achieve our ambitious goals

### Role Purpose:

The People and Culture Manager will play a pivotal role in shaping and implementing our workforce strategy to support our mission and values across all offices (UK, Burkina Faso, Mali, Ghana, Ethiopia, Niger, Senegal) and a global team of 190 people. This role will empower teams to attract, develop, and retain top talent, foster a culture of excellence aligned with our organisational goals. While managers will continue to handle the core HR functions, the People & Culture Manager will provide guidance, ensure consistency in HR practices organisation-wide, guide managers in strategic workforce planning to ensure we have the right skills and capabilities to meet our future needs with a strong emphasis on nurturing a value-led organizational culture.

### Key Responsibilities:

#### 1. Systems & processes



### 1.1 Recruitment & talent

- Provide strategic oversight for recruitment and selection processes to attract top talent.
- Guide managers in implementing effective onboarding programs to ensure new employees are well-integrated.

### 1.2 Performance management

- Oversee the performance management system, ensuring clear objectives and regular feedback across the organisation.
- Guide managers in performance improvement and development plans to maintain consistency.
- Ensure workforce is adequately equipped to perform their missions in alignment with our values.

### 1.3 Procedures

- Ensure Procedures are fit for purpose, aligned with best practice, reviewed periodically and embed across the organisation.

## 2. Learning & development

### 2.1 Training

- Design and facilitate a robust learning and development program to enhance employee skills and career growth.
- Provide strategic guidance for leadership development initiatives to build a strong pipeline of future leaders.

### 2.2 Talent management

- Develop career and succession planning frameworks, ensuring consistency across all offices.

### 2.3 Culture & engagement

- Foster a positive and inclusive organizational culture across all offices.
- Drive existing organization-wide employee engagement initiatives and streamline to all offices.
- Champion diversity and inclusion throughout the charity.
- Promote and integrate the charity's values and culture throughout the employee experience.
- Promote a healthy work-life balance and advise managers to create a supportive work environment.
- Provide resources and support for employees to manage stress and maintain well-being.

## 3. Compliance & Legal

- Ensure HR policies and procedures are up-to-date and compliant with relevant legislation.
- Provide strategic advice on complex HR issues and employee relations matters to managers, with external professional support as needed



- Ensuring Health & Safety policy and procedures are maintained in line with HSE guidance and best practice and ensure any actions delegated by the Chief Executive under Tree Aid's Health and Safety Policy are carried out, with external professional support as needed.
- Collaborate to ensure HR Compliance across all offices.

### **Key Requirements:**

- Proven experience in a HR role
- Strong understanding of HR best practices and employment law
- Excellent interpersonal skills
- Multi-cultural sensitivity
- Fluent in English & French
- Demonstrated ability to develop and implement effective HR strategies
- Exceptional communication and interpersonal skills
- Strong problem-solving attitude
- Commitment to the charity's mission and values, with a strong focus on fostering a positive organizational culture and promoting employee wellbeing

### **Desirable:**

- CIPD qualification (level 5) or equivalent
- Experience in a similar role within a larger organisation (200+ employees)
- Experience in participating to diversity and inclusion initiatives

Research shows that women and people from different minority backgrounds often only apply for a job if they meet 100% of the listed qualifications. If you dream of being a part of our team and you meet many, but not all of our listed qualifications for this role, please apply.

### **What We Offer:**

- A supportive and collaborative work environment.
- Opportunities for professional development and growth.
- An international work experience and missions to African offices.
- The chance to make a real impact in the lives of those we serve.

### **How to Apply:**

Please send your CV and a covering letter outlining your suitability for the role to [recruitment@treeaid.org](mailto:recruitment@treeaid.org) by November 1st, 2024.

### **Equal Opportunity Employer:**

We are an equal opportunity employer and encourage applications from all suitably qualified candidates regardless of their race, gender, disability, religion/belief, sexual orientation, or age.