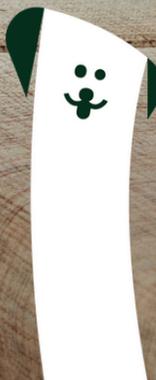




**LOVE WITHOUT LIMITS**



**Edinburgh**

**Dog  
&  
Cat**

**Home**

**People and Culture Manager**

**Full Time, Permanent Role**

**Application Pack**





## **WHO WE ARE**

**Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves, and we get our claws into our cause.**

## **OUR MISSION**

**When a pet is part of the family and already has a loving home, we want to keep them there whenever possible. But sometimes, caring for dogs and cats means coming to the Home and finding a new loving family is best for them.**

**We're here to help pet owners, for when circumstances have changed through our Pet Foodbanks, by offering training or through raising awareness of issues for pets to deliver lasting change. Our priority is to help keep families together and be there when people and animals are in need.**

**We're a small but dedicated team united by our unconditional love of animals and our dedication towards their care, whatever it takes!**



## **ROLE DESCRIPTION**

### **Purpose of the Role**

Responsible for designing, developing, and implementing the Home's people and wellbeing strategies, focused on attracting, engaging, developing and retaining staff and volunteers while fostering a positive and nurturing environment.

The People and Culture Manager is a key member of our management and delivery team, contributing to and leading on the implementation of strategies and plans that shape our workforce, culture, and our volunteering and community engagement activities and growth aspirations.

# KEY RESPONSIBILITIES



## PEOPLE, WELLBEING AND CULTURE

- **Develop a progressive and ambitious People Strategy which focuses on developing talent, giving people a voice and a truly inclusive organisation, which reflects the Home's values.**
- **Ensure the Home is a compassionate employer focused on care and support of people through a robust staff Wellbeing Strategy.**
- **Identify opportunities for volunteering and employability, extending the reach, capability, and impact of the workforce. Oversee the engagement of volunteers, trainees, apprentices, and opportunities for work experience.**
- **Maintain an overview of the organisational design and development to ensure that the Home retains the requisite capacity, expertise and experience to deliver on its strategic priorities and mission.**
- **Devise a programme of organisation-wide engagement events, workplace wellness initiatives, and staff focus groups.**
- **Shape reward and recognition initiatives aligned with the Home's strategic priorities and values.**
- **Regularly measure employee engagement and agree action plans to develop and improve.**
- **Provide expert professional judgment, advice and guidance in developing, monitoring and implementing the Home's people strategies, policies and procedures, workforce and training.**

# KEY RESPONSIBILITIES



## POLICY AND COMPLIANCE

- Develop, maintain and implement people policies and procedures to ensure the Home is compliant with employment law. Support managers to understand their responsibilities including effective and proactive management of HR casework.
- Oversee third-party contracts related to HR functions, including those for occupational health, employment law, and HR systems, to ensure the delivery of a professional and punctual service.
- Ensure the Home's recruitment policies and processes embody our values and enable us to recruit people with the necessary skills and qualities to meet our goals. Manage the recruitment process and provide support to managers.
- Implement and oversee the performance management system that aligns with our values and goals. Support managers to address poor performance and recognise exceptional performance.
- Lead on continuous improvement of HR systems and practices ensuring compliance with GDPR and equality, diversity and inclusion legislation and principles.
- Develop and manage the Home's remuneration policy so that it remains competitive and as far as possible meets the aspirations of our team.

# KEY RESPONSIBILITIES



## LEARNING AND DEVELOPMENT

- Develop and implement a comprehensive Learning and Development programme, aligned with the Home's vision and values, which prioritise workforce development and investing our team's expertise
- Ensure annual training is delivered within budget, exploring and securing funding opportunities to support individual and team learning and development.
- Develop engaging and people-centered learning events, including the co-ordination and delivery of the Home's 'Learning Wednesdays' initiative, workshops and training.
- Support managers and individuals to record learning, development and training and maintain accurate records, enabling effective tracking, compliance monitoring and recognition of successes and achievements.

## COMMUNICATION AND ADMINISTRATION

- Prepare regular dashboard reports and management information on people, wellbeing and engagement strategies, plans and activities.
- Keep up to date with HR trends and initiatives to ensure the Home's people work is progressive, strategically aligned, proportionate and effective.

# PERSON SPECIFICATION



|                   | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|-------------------|--|---|
| <b>EDUCATION</b>  | Good overall standard of education   | CIPD Level 5 Intermediate.  |
| <b>EXPERIENCE</b> | <p>HR/People related knowledge and management experience in a medium-sized organisation.</p> <p>Devising and delivering people strategies and practices to achieve and support new ways of working.</p> <p>Leading and successfully managing change.</p> <p>Extensive experience in recruitment processes.</p> <p>Shaping learning and development plans to design, deliver and evaluate learning and development interventions.</p> <p>Advising senior/middle managers on employment law issues - discipline, absence, capability and grievance.</p> <p>Designing reward and recognition approaches which attract and retain staff.</p> | <p>Working in the charity sector.</p> <p>Leading on trade union consultation.</p> <p>Management of staff development.</p> <p>Experience of directly delivering and facilitating training courses.</p> |

# PERSON SPECIFICATION



|                               | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  |
|-------------------------------|---|---|
| <b>SKILLS &amp; KNOWLEDGE</b> | <p>Excellent understanding of developments in employment and law and employee relations, organisational planning and development.</p> <p>Effective project management to deliver desired results on time and on budget.</p> <p>Sound understanding of the employee lifecycle and successful on boarding.</p> <p>Excellent written and verbal communication skills.</p> <p>Policy writing and development.</p> | <p>Knowledge of a wide range of Organisational Development intervention methods.</p> <p>Using project management systems.</p> |
| <b>PERSONAL ATTRIBUTES</b>    | <p>Values-led and focused on positive working relationships and workforce development which furthers the Home's mission.</p> <p>Calm, solution-orientated and able to plan ahead.</p> <p>Confident, outgoing, approachable and positive.</p> <p>Working in a flexible and positive manner, being adaptable to changing work patterns.</p>   | <p>Interest in the welfare of dogs and cats.</p>  |
| <b>OTHER REQUIREMENTS</b>     | <p>Fully computer literate with all Microsoft packages.</p> <p>Management of computerised personnel information systems such as HR databases.</p>   | <p>Experience in the use of Employment Hero</p>   |

## **Role: People and Culture Manager**

**Reporting to: Chief Operating Officer**

### **Location: Hybrid**

in person meetings and events

### **Starting Salary: £36,750 – 40,000 per annum**

35 hours per week (including some out-of-hours and weekends). Flexible working options available.

### **Staff Benefits:**

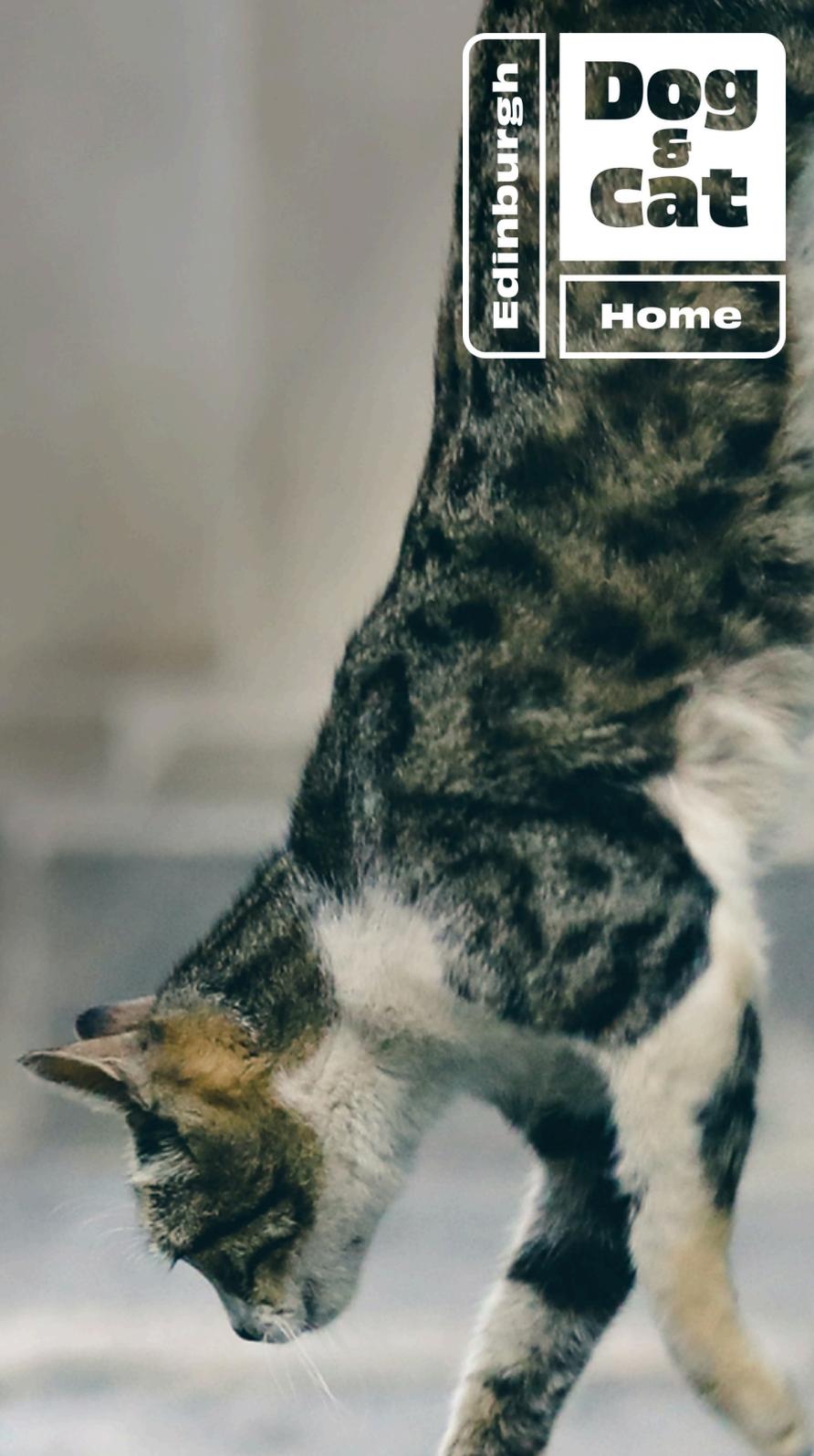
- Enhanced holiday + bank holidays, increasing with length of service
- Life Insurance
- Uniform allowance
- Enhanced maternity
- Generous pension scheme
- Employee Assistant Programme
- Staff wellbeing program
- Winter flu vaccinations
- Social team events
- Discounted pet insurance
- Charity worker discounts

**+Many more**

Edinburgh

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&  
Cat**

Home





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# **HOW TO APPLY**

**Submit your CV and a covering letter to [recruitment@edch.org.uk](mailto:recruitment@edch.org.uk) by Monday 16th February at 12 noon.**

**Interviews will likely be held the week beginning Monday 2<sup>nd</sup> March.**