



Job Description

SPANANA (The Society for the Protection of Animals Abroad) is the global charity for the working animals of the world. Since our foundation in 1923, we have worked where they work, to support the welfare of working animals, including horses, donkeys, mules, oxen, dogs and camels. Find out more at www.spana.org

Vision Our vision is a world where every working animal lives a healthy and valued life.

Mission Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Job title: PEOPLE AND EDI MANAGER

Reports to: Head of Global Operations

Location: Hybrid working: Based in London office or remote working. If remote working, London office or other venue to be visited for meetings and events normally once or twice a month.

Terms: Permanent, full time contract; 34.5 hours a week

Salary c £45,000 per annum subject to skills and experience

Benefits

- 26 days annual leave, plus bank holidays; further leave accrues after two years of service to a maximum of 30 days.
- Generous Company pension scheme with SPANA paying 10% of salary if employee contributes 5%.
- Health Care Cash Plan with Medicash, including access to virtual GP appointments.
- Enhanced Employee Assistance Programme.
- Group income protection scheme
- Volunteer day programme
- Access to financial advisor

Purpose of the role

This new role of People & EDI Manager will be responsible for:

- Developing and providing an effective and efficient Global HR service at both a strategic and operational level, embedding the culture of trust and support and honest and open communication.

- Implementing a Equality, Diversity and Inclusion policy to help foster a culture of inclusiveness and belonging and to provide up to date and best practice EDI guidance and support to Directors, Trustees and staff.
- Developing and implementing a global workforce Strategy in conjunction with the Head of Global Operations and the implementation of organisational initiatives, including L&D and our wellbeing offer.

Key responsibilities

HR practice and advice

- Provide timely and accurate advice and guidance to Directors, managers and employees on HR issues including recruitment, absence management, employment legislation and policies and procedures.
- Provide in-depth support and expertise on performance management issues including disciplinary, and grievance matters ensuring compliance with legislative requirements and best practice.
- Provide support and guidance for the performance management system ensuring that it is completed on time and learning and development requests are collated and implemented.
- Ensure contracts and company policies are up to date with the legislation in force at the time and any changes implemented and communicated promptly to employees.
- Contribute to the development of a remuneration and benefits package which meets the needs of the charity and keep under review to assist with employee attraction and retention.
- Ensure the timely and accurate administration of all HR related activities in conjunction with the Global Resources Co-ordinator
- Work with the CEO and Head of Global Resources on the compensation and benefits package.
- Further develop the environment of trust and support amongst all staff leading to honest and open communication.

Equality, Diversity and Inclusion (EDI)

- Develop, implement, and evaluate policies that promote equity and inclusion within the organisation, addressing systemic barriers to participation.
- Collaborate with leadership to create strategic plans that advance diversity goals within the organization, ensuring that diverse perspectives are considered in decision-making processes.
- Ensure that organisational practices comply with relevant legislation regarding equality and diversity, translating legal requirements into actionable policies.
- Organise and facilitate training sessions aimed at increasing awareness of diversity issues among employees, freelancers and global partners.
- Create resources such as presentations to educate staff about diversity and inclusion topics as part of their induction and ongoing development.
- Develop systems for reporting discrimination incidents within the workplace and ensure appropriate responses are made to resolve conflicts sensitively.

Recruitment and Talent management

- Assist the Head of Global Operations with the development and

implementation of a global workforce strategy.

- Lead on the timely and professional recruitment of global staff and freelancers ensuring interviewers are well trained and best practices applied.
- Develop and implement comprehensive and creative onboarding programmes for the global workforce.
- Work with the Senior Leadership Team (SLT) to develop career paths that help develop the internal talent pool, incorporating succession planning for key posts.
- Conduct exit interviews and produce monthly and annual reports on leavers; review the reasons for leaving and develop strategies for increasing staff retention.

Learning and Development

- Lead on the organisation's learning and development programme drawing on the outcomes of the performance management process to develop cost effective annual training plans which meet the company's business strategy.
- Contribute to the identification of capacity development needs.
- Ensure all managers receive training on how to conduct effective appraisal and performance management meetings.
- Optimise the use of online e-learning programmes
- Design and deliver training for employees as required.

Reporting and Compliance

- Produce the monthly HR reports for SMT and Committee meetings.
- Ensure there is companywide compliance to H&S
- Review and update HR policies, contracts and procedures to ensure they support gender equality, diversity and inclusion and meet statutory and legislative requirements.

General

- Manage and review the provision and take up of our Wellbeing initiatives including supporting a work/ life balance and mental health awareness as well as the other benefits on offer.
- Manage the HR information system to ensure accuracy and compliance with Data Protection requirements and produce reports as required for SLT and Trustees.
- Together with the Head of Global Operations oversee the management of the Global Resources Co-Ordinator, supporting their personal development.
- Attend meetings, events, training in London or elsewhere as required
- Keep up to date with legislation and good HR practice and ensure application as appropriate

Person Specification

Knowledge, Training and Education

- Minimum L 5 CIPD Qualified
- Relevant education or training (e.g., diversity and inclusion, HR, organisational behaviour)
- Proven HR experience ideally gained in a global not for profit environment
- Strong practical knowledge of and experience of implementing equality, diversity and inclusion best practices and regulations.
- Experience of working for an INGO or similar global non-profit entity.
- Solid understanding of current employment legislation, Health and Safety and safeguarding requirements.

Experience

- Experience working effectively and globally with a diverse range of stakeholders at all levels.
- Knowledge of current employment law and experience of successfully managing employee relations cases.
- Proactive and consultative approach with the ability to work in a fast paced environment.
- Experience of designing and delivering in house training remotely and in person.
- Hands-on experience of Human Resources Management Software (including payroll and absence management systems).
- Practical experience of data analysis, reporting and application of data.
- Experience of delivering on HR change and transformation projects would be beneficial.
- Experience of contributing to the development of a global workforce strategy is desirable.

Skills and personal attributes

- Excellent interpersonal, influencing and communication skills.
- Ability to organise and prioritise work whilst managing several projects.
- Ability to build and maintain healthy and positive relations with employees who work remotely.
- Ability to work independently and take responsibility for own areas of work.
- A conscientious, positive and friendly team player.
- Upholds and adheres to the organisation's core values
- Resilience, determination and a focus on outcomes.
- Completely confidential, trustworthy and with a high level of integrity.

In addition, undertake any other duty or responsibility that may reasonably be allocated by management. It is a requirement of the company that all staff work in a flexible manner compatible with their jobs and in line with the company objectives and values. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

TO APPLY

Send a CV and cover letter/email (no more than two pages) to:

Sarah Robson: sarah@sarahrobson.co.uk of Sarah Robson Associates, independent HR consultancy assisting with this recruitment for SPANA.

Please contact Sarah if you have any questions about the role before applying.

Deadline: 5pm on Friday 13 December 2024

All applications will be acknowledged. To avoid disappointment, you are advised to submit your application as soon as possible as we reserve the right to close the vacancy early if sufficient suitable applications are received and to hold interviews before the closing date. Unfortunately once a vacancy has closed, we are unable to consider further applications.

Applications without a cover letter/email explaining how you meet the requirements for the role will not be considered.