



DIRECTOR OF PEOPLE AND CULTURE



WELCOME

Dear Candidate,

As a global movement of over ten million people, Amnesty International is the world's largest grassroots human rights organisation and we have been defending human rights for over 60 years. We investigate and expose abuses, educate and mobilise the public, and help transform societies to create a safer, more just world. Amnesty International UK (AIUK) is an important part of this powerful global movement, working with over 200,000 members, activists, and supporters in the UK to uphold human rights domestically and across the world.

This is an important moment for AIUK. We have identified the need for a significant step change in our organisational culture, and in our application of excellence in organisational development, equality, diversity & inclusion and anti-racism. These have historically not been strengths in AIUK, but we now want to take a leap to becoming one of the most positive and progressive workplaces in the not-for-profit sector (and indeed beyond) and we need someone excited about, and capable of, helping to lead that transformation.

As our new Director of People and Culture you will be a strategic leader within your field, able to work with the Chief Executive, and your peers on the Senior Management Team and wider staff team, to help deliver an AIUK where colleagues are happy, productive, and feel respected, valued and rewarded for their contribution to such a powerful cause-driven organisation.

We are looking for a qualified and experienced leader in the People & Culture field, used to working in complex organisations with a diverse community of staff and stakeholders. Comfortable with innovation and bringing a new perspective, you will be experienced in leading change at scale, and with considerable experience of developing and successfully delivering best practice HR strategy and plans. You will understand how excellent people & culture practices and processes can promote and sustain agility and high performance.

We are at an early stage in a critical transformation to become a more positive, diverse and inclusive organisation and wider movement, and our leadership needs to reflect this. We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, older people, trans and non-binary people, and people with a disability to help us achieve the strength diversity delivers for an organisation, especially at senior grades.

This is a real and very exciting opportunity to shape our future. If you share our commitment to influencing progressive change, we look forward to hearing from you.

Yours sincerely,

Sacha Deshmukh, Interim Chief Executive



ABOUT AMNESTY INTERNATIONAL UK (AIUK)

Our aim is simple: an end to human rights abuses. Independent, international, and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. Already our network of over ten million people is making a difference in almost every country in the world. Whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world. One where human rights are enjoyed by all.

To find out more about our aim and what we do, please click here: [Campaigns and Issues | Amnesty International UK](#)

OUR STRATEGY

We must do two things if we are to achieve deep, lasting change for human rights, and to succeed in placing human rights at the heart of our society. We must take a long-term approach, and we must direct a stronger focus on the root causes of human rights abuses.

The world in 2022 is one where:

- climate change poses an existential threat
- digital technology can be as much an asset as a threat to human rights
- corporations are increasingly powerful global actors
- inequality is increasing.

And, in the UK, growing numbers of people live in or precariously close to poverty, and racism, discrimination and prejudice shape much of our political narrative. These realities have a disproportionate impact on the lives of vulnerable and marginalised groups – who can then become easy targets for political narratives that seek to demonise them. In the face of these challenges, we must recognise and act on the fact that these are human rights issues – from climate justice to socio-economic justice to anti-racism to the use of digital technology – and are central to the deep and lasting change we strive to achieve.

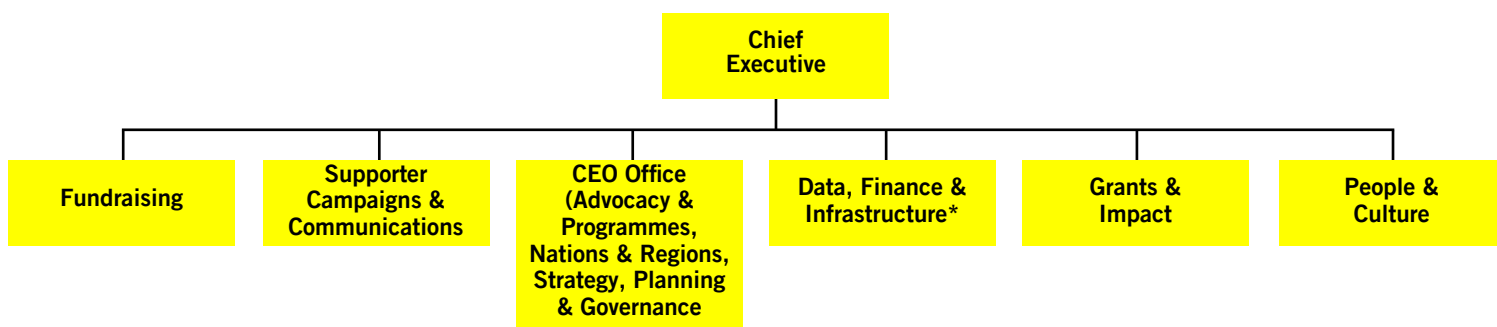
Key to our success is that we are a global movement of people, rooted in local communities, important and powerful in its own right. Power will be distributed more equally within the movement by being more decentralised in how we work, so that we are effective in fighting for human rights abroad and in the UK. Finally, our movement will be more diverse and inclusive than ever. This means, among other things, that we look at all our areas of work through the prism of how they impact on particular groups of people, all of whom should be able to find a home in Amnesty International to effect the change they want to see in the world.

To find out more about who we are and our strategy, click here: [About Amnesty | Amnesty International UK](#)

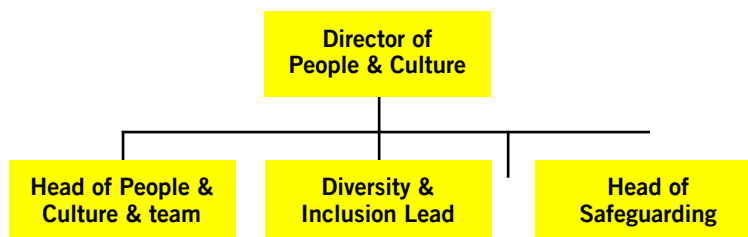


ORGANISATION CHARTS

AIUK ORGANISATION OVERVIEW



DIRECT REPORTS



THE ROLE

Reports to: Chief Executive

Direct reports: Head of People & Culture, Head of Safeguarding, Diversity & Inclusion Lead

Director of People and Culture role overview

Responsible for the organisation's people strategy, and performance of processes and systems. Working with the Chief Executive, and other members of the Senior Management Team, leading the transformation of the organisation's culture and working environment, such that AIUK becomes recognised by staff, and the outside world, as a leading example of an excellent, progressive, inclusive and anti-racist employer.

We are seeking an experienced Director of People & Culture with outstanding skills to ensure that our human resources programmes and initiatives are effective, efficient and aligned to overall strategic objectives. This role is ideal for someone who enjoys working from concept to full implementation and is comfortable and enjoys working with staff, volunteers and non-executives/trustees to affect inspiring change.

The performance of the holder of this post will be evaluated on:

The big picture

- Demonstrable progress in the organisation's equality, inclusion and diversity delivery, and practice of anti-racism.
- Confidence of Boards and staff in the quality, reliability, consistency and transparency of HR systems, processes and data (including diversity as well as other corporate data).
- Demonstrable progress towards the positive change in AIUK's culture and the continued building of a strong, respectful and co-operative working relationship between Amnesty UK's leadership and its trade union shop and its representatives.
- Delivery of a safe and supportive working culture and environment for all our people.
- Positive outcomes from designing and implementing people & culture solutions that support inclusion, growth, improvements in morale, employee satisfaction, enhanced safety and wellbeing, strengthen relations between staff and employer, attract the best recruits and promote our values.

The day to day

- Act as a member of the Senior Management Team, with overall responsibility for people & culture within the strategic direction and corporate management of AIUK.
- Lead and drive great people management practices across the organisation, including recruitment, recognition, resourcing, employee relations, workforce planning, reward and systems, talent management, learning and organisational development, organisational design, safeguarding and wellbeing with the purpose of aligning and driving positive change in behaviours, performance, and structure, and building capacity, capability, and engagement.
- Manage and develop departmental operational processes, including active management of monitoring and evaluation activity to ensure delivery to plan and budget.
- To provide strategic advice to, and practical leadership alongside, the Chief Executive and AIUK Boards on areas relating to people & culture.
- Act as a member of the appropriate movement wide communities of practice, working groups or task forces, as agreed with the Chief Executive.
- Lead and champion the use of impactful HR data and analysis to inform and drive performance through our people, and measure achievement of our diversity targets.
- Actively role model and display behaviours that reflect AIUK's organisation values, and internal policies and practices.



THE ROLE

- Accountable for ensuring that all legal obligations in relation to AIUK's employment and safeguarding affairs are properly and efficiently discharged in line with applicable legislation and wider best practice.
- Attend, and participate in, meetings of AIUK Section and AIUK Trust Boards, lead management support for the People, Culture & Inclusion Sub-Committee and participate as appropriate in any other sub-committees (involves some evening and weekend working).
- Participate in sector wide bodies and other people & culture relevant networks to build and maintain networks and technical knowledge.
- Deliver people & culture governance, risk and compliance, ensuring that policies and procedures are documented and maintained.
- Oversee the development of key change projects, including the improvements in equality, diversity and inclusion, organisational development, career development and training propositions and supporting initiatives.
- Ensure the employee and volunteer experience is open, transparent, trustworthy and fair, through change initiatives to improve current practice.
- Manage escalations, troubleshooting, and provide technical HR leadership on grievance, disciplinary and other employment cases, ensuring a fair and independent experience for all.
- Identify interactive trustee, management, staff, union and volunteer engagement, feedback and collaboration mechanisms that contribute to strengthening our culture.
- To undertake any other relevant duties or projects delegated by the Chief Executive or Boards of AIUK, which are in line with the responsibilities of the post.



WHAT WE'RE LOOKING FOR IN OUR NEXT DIRECTOR OF PEOPLE AND CULTURE

YOU ALREADY HAVE THESE SKILLS AND KNOWLEDGE

Experience

- Proven experience of leading the development and delivery of operational and strategic People plans in a complex environment with multiple stakeholders.
- Proven experience of working in a leadership position as part of a senior management team and with Boards.
- Significant experience of leading and managing change at a senior level.
- Proven track record of successfully leading and managing complex culture change projects.
- Significant experience of building inclusive leadership capabilities and approaches in management teams.
- Demonstrable experience of having made a significant difference in terms of inclusion, diversity, equity and anti-racism in the workplace, leading on changes to policies, processes and practice.
- Track record of success of managing delivery in the functional areas that are the responsibility of this post.

Knowledge, skills and abilities

- Skilled in inclusive leadership, able to generate vision, strategic direction and a proven ability to motivate a department and multi-functional teams to deliver strategy.
- Demonstrable understanding of, and commitment to, strong leadership in inclusion, diversity, equity and anti-racism.
- Exceptional interpersonal and relationship building capability – collaborative and able to gain the confidence and trust of others.
- Empathetic and person-centred in their approach.
- Ability to plan and monitor and to ensure services and projects are delivered in line with agreed standards.
- Able to communicate complex concepts and new ideas clearly, consistently and persuasively to key internal and external stakeholders at all levels.
- Leads by example; demonstrates professional excellence and high integrity.
- Ability to deal with ambiguity and shape structured, viable solutions.
- Demonstrable experience leading on complex grievance and disciplinary cases.
- Strong technical knowledge of employment laws and regulations.
- A structured approach to risk management, problem solving and option analysis.
- Willingness to take responsibility for, and implement, corporate decisions.
- Resilient leadership and willingness to enter into respectful debate.
- Understanding of, and support for, the aims and objectives of Amnesty International.

YOU MAY ALSO HAVE

- Understanding of the different demands and constraints on charitable and non-charitable entities, and the effects on an organisation containing both.
- Relevant qualifications (e.g. CIPD).



TERMS AND CONDITIONS OF APPOINTMENT

Salary

£93,346 per annum.

Contract

Permanent, full time.

Location

25 New Inn Yard, London EC2A 3EA

Annual Leave

- 27 days annual leave (+ bank holidays), increasing to 29 days on five years' service (prorated for part time).
- Two days religion or belief leave annually.
- Discretionary leave day(s) between Christmas and New Year.

Work-Life Balance

- Flexible working, where feasible, and supportive of compressed work patterns and job shares.
- Most roles offer hybrid working between home and office.
- Full-time is 35 hours per week.
- Compassionate leave.
- Free confidential counselling.
- Career break with two years' service.
- Occupational sick pay.

Family friendly

- In addition to statutory entitlements, we offer enhanced family leave pay for qualifying colleagues:
 - Six months maternity, primary carer and adoption leave at full pay
 - 26 weeks Shared Parental Leave at full pay (less any weeks of maternity or adoption pay taken by partner)
 - Three weeks paternity and co-carer leave at full pay
 - To qualify, 26 weeks service at the 15th week before the expected week of childbirth or 26 weeks before the date of being notified of match with the adoptive child
- Emergency leave for care of dependents
- Flexible working

Pension

Generous employer pension contributions:

- 2% employee contribution receives a 6% employer contribution
- 3% employee contribution receives a 7% employer contribution
- 4% employee contribution receives an 8% employer contribution
- 5% or above employee contribution receives the maximum 9% employer contribution.

Life Assurance

Lump sum life assurance benefit equal to four times current annual salary in the event of death in service. This is paid to nominees of the colleague's choice in the event of their death.

Interest-free Loans

Season ticket, computer, and bicycle loans.

Possible approval for further education contribution, loan and study leave for relevant courses.



HOW TO APPLY

We hope you will consider making an application. If having read through the candidate brief you have any questions about the appointment, please contact Rebecca O'Connor at rebecca.oconnor@starfishsearch.com to arrange a conversation.

To make an application, please go to <http://starfishsearch.com/jobs/aiuk-dir-peo-cul/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the person specification.

Equal Opportunities

AIUK aims to be an equal opportunities employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To reduce bias in our longlisting process, AIUK operates an anonymised application process. If for any reason you prefer to apply in a different format, or require adjustments in the process, please get in touch. We are a disability confident organisation. More details of inclusion in the AIUK recruitment process can be found [here](#).

RECRUITMENT TIMETABLE

Closing date	Friday 27th May 2022
Preliminary interviews with Starfish	w/c 13th and w/c 20th June 2022
Stakeholder sessions with AIUK	w/c 11th July 2022
Second-stage interviews with AIUK	w/c 18th July 2022



AIUK COMMITMENTS

COMMUNICATION

Listen to others and communicate in a respectful, clear, open and inclusive way. Give constructive feedback and be open to others giving feedback

COLLABORATION

Seek to build effective working relationships. Contribute expertise, learn from others and encourage others to do the same

CONSIDERATION

Guided by values and strategic priorities, manage time and workload with respect to the time and workload of others. Be fair and consistent in decision making and dealings with others

CHANGE

Innovate and improve the way things are done. Make time to increase knowledge and skills and guide others to do the same

