



RECRUITMENT PACK

**DIRECTOR OF PEOPLE &
ORGANISATIONAL DEVELOPMENT**

**VERSUS
ARTHRITIS**



WELCOME

Thank you for your interest in joining us as our next Director of People and Organisational Development at such a pivotal stage in our charity's journey.

Versus Arthritis was created in 2018, following the merger of Arthritis Research UK and Arthritis Care. From the beginning our driving ambition was to demand and deliver better answers for people with arthritis. We're proud of everything we've achieved so far, but there is so much more to do.

Our organisation is undergoing a period of significant change and growth; having recently completed a strategic review our new five-year strategy launches in April and along with new vision, mission, values and behaviours to drive the way we work, this is an incredibly exciting time to join the organisation as our new Director of People and Organisational Development.

A key member of our executive leadership team, you will play an essential role in developing and implementing our people and culture strategy to attract, retain and develop talent in the charity ensuring learning is valued, and that diversity and inclusion are front and centre of all we do.

We need a strategic, visionary and engaging people leader with deep experience of leading teams, including volunteers, to success and of working across an organisation to help instil a strong people culture where everyone feels included. Collegiate and driven to succeed, you will work closely with me and the wider leadership team to lead the charity toward sustainable success with innovation and creativity.

People with arthritis need us to do more. We are looking for someone who shares our commitment to our work, our values and our Equity Diversity and Inclusion (EDI) principles and achieve the targets we have set ourselves to increase the diversity of our charity by 2024. We want our employees, volunteers and Trustees to represent the communities of which we are a part, and for our research, services and influencing work to reflect the needs of all those living with arthritis.

We want to demand and deliver better answers for everyone living with the pain, fatigue and isolation that arthritis causes. If you are interested in joining us on our journey, we would love to hear from you.

Deborah Alsina MBE
Chief Executive



ABOUT ARTHRITIS AND ASSOCIATED CONDITIONS

Around 11 million people live with arthritis in the UK. The most widespread form of arthritis, osteoarthritis, alone affects 10 million people. Other common forms of arthritis include rheumatoid arthritis, psoriatic arthritis, gout and juvenile idiopathic arthritis but it comes in many forms and often co-exists with other long terms conditions. We are here for everyone who has arthritis.

Arthritis is a musculoskeletal (MSK) condition and currently over 20 million people in the UK (around a third of the population) live with a condition such as this. Musculoskeletal conditions are the leading cause of disability in adults in the UK and the second most common reason for a days off sick from work. They affect people of all ages and at any stage of someone life. However, if you are from a more disadvantaged community you are more likely to be develop arthritis, ten years before someone from a less disadvantage community.

As well as pain, people living with arthritis also commonly experience high levels of fatigue, stiffness and loss of mobility and dexterity. Together, these symptoms can affect every aspect of life, from being able to move free from pain and live independently, to caring for a family and the ability to stay in work.

OUR VISION AND MISSION

Our vision is of a future free from arthritis and our mission is that:-

"We won't rest until everyone with arthritis has access to the treatments and support they need to live the life they choose, with real hope of a cure in the future. To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis."

From challenging and influencing Government to get the big decisions right, to working with people with arthritis and our supporters, we are making real headway.

The amazing support of our volunteers is central to our work now and in the future and we are grateful for the time and support they give us to deliver more for people with arthritis. Watch Sally's story and see how our volunteers help people with arthritis to live better lives.

We offer a range of services to ensure people can access the information and support they need when, where and how they need it. These include:

- Our freephone arthritis helpline.
- A range of information booklets, briefings and online information.
- Our online community where people can find friendly support and advice 24/7.
- Our network of branches and groups around the country.
- Our arthritis virtual assistant who can answer questions at any time of the day.

CREATING CHANGE

There are too many people with arthritis who are living in pain without access to an effective diagnosis or good enough care or treatment. Our ground-breaking research programme is focused on accelerating the pace and precision of musculoskeletal research.

By that we mean:

- A better understanding of arthritis – its causes and why certain people are more affected.
- More ground-breaking discoveries, breakthroughs in the lab, clinic and community, turning into better treatments and
- interventions quicker so people feel the benefits in their day-to-day life sooner.
- The experiences of people with arthritis informing research, so it's focused on the areas where it can have the biggest impact.

We produce a range of information and other resources including clinical decision aid tools for healthcare professionals to support them in the delivery of their clinical practice. We want to ensure that wherever people with arthritis live in the UK they are able to access the best treatment and care.

We also have a busy and vibrant policy and influencing team and engaged campaigns network who are working to drive forward systemic change in our healthcare systems by building upon what we hear directly from people with arthritis through our services and to ensure that our research moves from bench to bedside.

PARTNERSHIPS

Our partners play a huge part in improving the lives of those living with arthritis. We create transformative, sustainable and mutually beneficial partnerships that will inspire and change lives.



JOB DESCRIPTION

Job title: Director of People and Organisational Development

Reports to: Chief Executive

Key Relationships: CEO, OLT, Trustees, Head of Governance, Legal and Assurance, POD Directorate, Richmond Group HR Directors, Charity HR Network HR Leads, Recruitment agencies, Consultancies, Employee Forum

Direct reports: Head of People Operations, Head of People Partners, Head of Organisational Development, Head of Diversity, Inclusion & Involvement, Directorate Business Manager

ROLE PURPOSE

Versus Arthritis has been going through significant change following a strategic review and we have now brought that work to a conclusion through the development of a new five-year strategy which will be implemented from April 2023, along with new vision, mission, values and behaviours to drive the way we work.

This is a strategically important position within the charity as the People and Organisational Development directorate is critical to our future success. We are looking for someone with significant experience to provide inspiring leadership to the team.

As a member of the Organisational Leadership Team (OLT), you will also be collectively responsible for inspiring, motivating and leading our people to deliver against our purpose and strategic objectives. All members of the OLT are expected to:

- Be leaders for Versus Arthritis first and their areas of expertise and responsibility second.
- Provide clear, confident articulation of our organisational purpose and direction of travel.
- Role model and actively embed our new values and behaviours across all activities.
- Work collectively to consider options, develop solutions and agree actions.
- Actively champion our brand values with energy and dynamism.
- Be visible when and where needed, both internally and externally.
- Inspire, motivate, support, challenge and develop our people.
- Seek out, support and act on the input and recommendations of expert leads.
- Promote employee wellbeing.

Specifically, the Director of People and Organisational Development (POD) will:

- Act as a corporate leader putting the needs of the charity ahead of the needs of the directorate.
- Develop and implement our people and culture strategic plan designed to attract, retain and develop talent in the charity, learning is valued, diversity and inclusion are front and centre to all we do, and everyone feels included.
- Lead our employee and volunteering value proposition, people policies and processes, organisational learning and organisational leadership and management development.

As an experienced leader with exceptional interpersonal skills, you will work closely with the Chief Executive, OLT colleagues and Trustees to ensure that the operations of the charity are fully aligned, focused and effective, delivering on time and to budget.

All members of the OLT are expected to keep people with arthritis at the heart of decision making; to actively role model and champion our values and behaviours and flexible ways of working. You must demonstrate the skills required to effectively lead and manage teams who work flexibly across the organisation.

MAIN RESPONSIBILITIES

It's about being a great leader

- Delivering inspirational leadership to the directorate and as a member of OLT across the charity. Ensuring staff are clear about the charity's strategic priorities and directorate plans, have clear objectives and are developed to their full potential.
- Building a strong positive values-based culture within the directorate that intentionally ensures psychological safety and a sense of belonging and enables all staff and volunteers to reach their full potential.
- Supporting the new five-year strategic plan through the development, implementation and ongoing review of a people strategic plan.
- Supporting demonstrable progress in the organisation's equality, inclusion and diversity delivery, and practice of anti-racism, both internally and externally.
- Winning the confidence of trustees, directors and staff in the quality, reliability, consistency and transparency of HR systems, policies, processes and other corporate data.
- Making demonstrable progress towards the positive change in VA's culture and the continued building of a strong, respectful and co-operative working relationship across the organisation, in the four nations and with leaders, managers, staff and volunteers.
- Delivery of a safe and supportive working/ volunteering culture and environment for all our people.
- Implementing people & organisational development solutions that support inclusion, growth, improvements in employee satisfaction, enhanced wellbeing and better outcomes for people with arthritis whilst strengthening relations with staff and volunteers and attracting the best recruits.
- Bringing organisational development insights, based on qualitative and quantitative data, aimed at improving our goal of supporting people with arthritis more effectively and efficiently.

It's about being strategic operationally

- Acting as a member of the Organisational Leadership Team (OLT), with overall responsibility for people & organisational development, including volunteer development, within the strategic direction and corporate management of VA.
- Leading and driving great people management practices such as delivering effective transactions, business partnering and expert support across the organisation, including:
 - Talent attraction, development, and retention
 - Organisational design, development and change management
 - Diversity and inclusion, including anti-racism
 - Driving the wider skills and training agenda across the charity
 - Employee engagement and wellbeing
 - Employee benefits, including non-financial
 - Leadership and management development
 - Volunteer recruitment and development
- Ensuring all legal obligations are fulfilled in relation to VA's employment affairs in line with relevant legislation and good practice with effective employment policies, procedures and practices in place.
- Ensuring that a clear volunteer development proposition is in place with proportionate interventions to provide a great environment within which to volunteer.
- Overseeing key change projects supporting team members and providing advice and guidance to help move projects to a successful conclusion.
- Developing annual plans and budgets in accordance with corporate guidance and ensure that key risks around people, safeguarding, impact, finances, reputation and compliance are regularly reviewed with mitigating actions put in place.
- Networking externally with the Richmond HR Director's Group and the Charity HR Network and ensure continuous professional development.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Strong track record of operating with director teams, boards, and committees.
- Experience of developing workforce strategies and plans and seeing them through.
- Experience of being heavily involved in planning and implementing organisational change.
- Extensive track record of leading people functions with experience in all or most of the 7 themes outlined in section 2 above.
- Holds Chartered or Chartered Fellow membership of the CIPD.

SKILLS AND ABILITIES

- Highly skilled at leading cultural change and embedding practices that drive a progressive and dynamic people agenda.
- Ability to analyse complex data and situations and cut to the quick.
- Outstanding diplomatic, influencing and negotiating skills to secure trust and confidence.
- Ability to communicate with and present convincingly to different audiences.
- Outstanding leadership and team-building skills with the capacity to engage and inspire.



TERMS OF APPOINTMENT

At Versus Arthritis, we want to be a great employer, focusing on flexibility, inclusion, collaboration and health and wellbeing. We live our values, putting people with arthritis at the heart of what we do. We believe our employment offer is compelling and competitive. It's been developed with our people to reflect what matters most to them, the value that we place on people and our beliefs as a charity.

SALARY

The salary for this role is £95,000 per annum on a full-time permanent basis.

LOCATION

London hybrid.

PENSION

When you start, you'll have access to free and independent pension advice through Lucas Fettes Financial Planning Ltd. If you qualify, you'll be auto enrolled into our group personal pension plan provided by Royal London. To start with you'll contribute 3% and we'll put in 6%. After your first year you'll have the option to increase it to 5% and 10%.

ANNUAL LEAVE

When you start, you'll be entitled to 34 days annual leave including public holidays, rising incrementally to 38 days annual leave after you've been here four years.



ADDITIONAL BENEFITS

Health and wellbeing

We're committed to the health and wellbeing of all our employees, and we aim to be an exemplar employer for people with arthritis and other musculoskeletal conditions. After completing their probationary period, employees can access 'My Healthspan', our personal, confidential, and holistic health review. My Healthspan is designed to enable you to support and develop your health and wellbeing, in particular your musculoskeletal health. We also provide a health plan scheme which supports you with health care costs for everyday health treatments such as dental check-ups as well as physiotherapy and other complementary therapies.

Discounted gym membership

Benefit from discounts at over 3,300 gyms, spas, pools, studios and outdoor fitness events across the UK. This includes all the main UK chains, low-cost operators, many leisure centres and studios offering yoga, Pilates and CrossFit.

Eyesight tests

We contribute towards the cost of your eyesight test and prescription glasses or contact lenses, helping you maintain good eye health.

Advice and support services

You'll have 24/7 access to our employee assistance programme (EAP). It'll provide you with free, impartial, and confidential advice and support to help you live well, be well and work well.

Parenting Policies

We are committed to supporting our people as they become and during their time as parents. In addition to our flexible ways of working, we also provide enhanced maternity, paternity and adoption pay and enhanced paternity leave to help you make the most of the precious time with your newest family members.

Learning and development

We want you to keep developing your skills, and you'll have opportunities to do this with face-to-face and online learning. We also offer a programme for our people managers, including core management skills, managing change, and managing mental health in the workplace.

Life assurance

In the event of death in service, your nominated beneficiary would receive four times your annual salary.

Giving something back

We can help you give a little back to any charity of your choice. You can join the payroll giving scheme, which sends a donation directly to your chosen charity from your salary every month.

Transport

If you use public transport to get to the office and your contract is for 12 months or more, you can take advantage of our interest-free season ticket loans. These are also available for car park season tickets. Or if you'd prefer to come into work under your own steam, then you might like to sign up to our cycle to work scheme.

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Rebecca O'Connor rebecca.oconnor@starfishsearch.com to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/va-dir-peo-org-dev/> 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 knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Versus Arthritis is committed to being an inclusive employer with a diverse workforce. We are actively looking to strengthen the diversity of our team and we encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.

Closing date: Monday 20th March 2023

Preliminary interviews: w/c 27th March 2023

Final Panel interviews: w/c 17th April 2023

