



DIRECTOR OF PEOPLE CANDIDATE PACK



WELCOME

Dear Colleague

Thank you for your interest in joining us as Director of People at DEBRA UK.

DEBRA is a national charity and patient support organisation for people living with the rare, genetic skin blistering condition, epidermolysis bullosa (EB) also known as 'Butterfly Skin'. Our vision is for a world where no one suffers with EB, and we will not stop until this vision becomes a reality. Established in 1978 by Phyllis Hilton, whose daughter Debra had EB, DEBRA UK is now a national charity supporting 3,000+ members. We employ over 380 staff and 1,100 volunteers who support us across a network of 100+ charity shops located throughout England and Scotland.



From discovering the first EB genes to funding the first clinical trial in gene therapy, we have played a pivotal role in EB research globally and have been responsible for making significant progress in advancing diagnosis, treatment, and daily management of EB. We are committed to making sure that the estimated 5,000 people living with EB in the UK and their families and carers get the vital and wide-ranging support they need.

We are now seeking an exceptional Director of People to help us support the recruitment, retention, and development of our talented and committed team, to enhance the innovation and impact of our work. The new Director of People will further drive the modernisation of the way we work and build our organisational and leadership capability. They will embed and consolidate the values, culture and functions we have created, strengthening a high-performance culture through promoting a highly developed, agile, engaged and inclusive workforce.

You will be an outstanding leader with experience and sound judgement who shares our values and who can engage, inspire and influence at all levels. You will provide a clear and compelling vision for the importance of our culture and be systematic and engaging in your approach and delivery, building credibility quickly with a range of stakeholders across the organisation. With strong communication skills, a positive attitude and a commitment to continuous improvement, you will be at the helm of ensuring the integration and deepening of a truly motivated and values-led culture at DEBRA UK.

If you believe you have the skills and attributes for this role, we would be very pleased to hear from you.

Tony Byrne
Chief Executive Officer, DEBRA UK

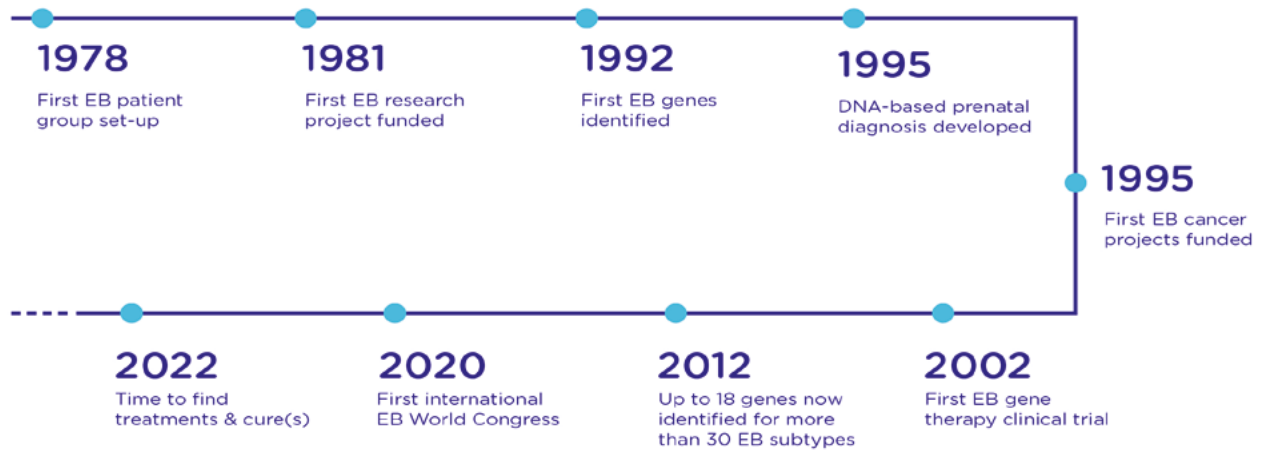


ABOUT DEBRA UK

HISTORY

The history of DEBRA dates from 1963 when Phyllis Hilton had a daughter called Debra who was born with Dystrophic EB. After realizing treatment was not advancing, Phyllis organised a meeting for parents of children with EB in Manchester, and it was this meeting that led to the charity officially being formed as the world's first EB patient support organisation, taking its name from Phyllis' daughter. The DEBRA name was also intended as an abbreviation of Dystrophic Epidermolysis Bullosa Research Association (D.E.B.R.A.).

In the 40+ years since, DEBRA has grown in scope with sister organisations located in 40 countries, a worldwide research programme, and strong clinical and nursing services.



WHAT WE DO

DEBRA UK exists to provide care and support to improve quality of life for people living with EB, and to fund [pioneering research](#) to find effective treatments and, ultimately cure(s) for EB.

From discovering the first EB genes to funding the first clinical trial in gene therapy, we have played a [pivotal role in EB research](#) globally and have been responsible for making significant progress in advancing diagnosis, treatment, and daily management of EB.

The income we generate from our [fundraising activities](#) and our network of [charity shops](#), enables us to provide care and support to improve the quality of life for people living with EB today, and fund pioneering research to find treatments and cure(s).

[Find out more about how we raise and spend money.](#)

SPECIALIST HEALTHCARE

We support [specialist healthcare](#) by working with the 4 national EB centres and over 60 EB healthcare professionals including specialist EB nurses to ensure our members are connected with the services they need to improve their quality of life.

COMMUNITY SUPPORT

Through our [Community Support Team](#) we deliver a variety of support services for the EB community including general information about EB plus support with any issues impacting everyday life including [benefits and grants](#), advice for employers and schools, housing, emotional support and much more.

RESEARCH TO FIND TREATMENTS

We invest in life-changing research and are currently funding 19 research projects with the aim of finding treatments to significantly reduce the devastating symptoms and pain of EB whilst we work towards finding a cure.

[Find out more about our research program.](#)

Working with



4
national EB centres

Collaborating with



60

EB healthcare professionals



19 EB research projects



3,000+
DEBRA members



40

Years funding EB research



134

Research projects



107

Researchers



52

Research sites



12

Countries

ROLE DESCRIPTION

Role title: Director of People

Reports to: CEO

Staff Supervision: 5

ROLE PURPOSE

- To lead the People function which covers Human Resources, Volunteering and Health & Safety, ensuring operational and strategic delivery across all areas.
- Ownership of the Charity's people strategy including engagement, policy and process development, HR operations, wellbeing, diversity & inclusion, staff learning & development.
- To provide direction and innovation in all areas of volunteering recruitment and retention.
- To oversee Health & Safety governance and compliance while working closely with the H&S Manager on operational H&S safety interventions.
- To act as the Culture Champion for DEBRA UK. Living the Values and continually striving to make DEBRA a "Great Place to Work".

MAIN RESPONSIBILITIES

- To deliver people management strategies which support the overall strategic aims and objectives of the DEBRA; particularly the development of our management population and the recruitment and retention of employees in our retail network.
- To deliver human resources practices and objectives that provide a people-oriented, fit for purpose, consistent and transparent working environment.
- To contribute at a strategic and operational level in order to identify HR priorities and recommend appropriate people management solutions for staff and volunteers.
- To provide a customer-focused HR service, delivering expert professional advice and support to stakeholders including management and employees.
- To manage and guide the HR department to ensure fairness and consistency, reflect employment legislation and best practice and the desire to be a "Great Place to Work"
- To advise on compliance and risk management issues for Health and Safety and employment related matters.
- To take overall responsibility for the recruitment process ensuring it takes into aligns with EDI best practice.
- To evaluate and make recommendations on effective training and development programmes.

MANAGEMENT RESPONSIBILITIES

- Supervise all aspects of the core HR data and metrics.
- Lead the People team to:
 - Maintain all employee records in accordance with GDPR
 - Ensure all sickness is recorded on the HRIT system
 - Produce monthly management reports for the Senior Management Team and Quarterly reports for Trustees
- Supervise all staff, ensuring that resources are adequate to support operational demands.
- Seek continuous improvement in all aspects of producing HR reports, striving to ensure that databases are mined to their maximum potential.

PERSON SPECIFICATION

ESSENTIAL

- CIPD Level 7 or equivalent
- Experience of managing multidisciplinary teams
- Proven track record in change management
- History of implementing positive work cultures and values
- Knowledge of HRIT systems maintenance and development
- General understanding of Health and Safety Legislation
- Ability to manage and motivate team members
- Strong communication skills including ability to interact effectively with employees at all levels
- The ability to operate strategically and also “roll up your sleeves” to get things done
- Achievement oriented
- Flexible approach

DESIRABLE

- Experience and understanding of charity retail
- Knowledge of attracting and retaining volunteers
- Safeguarding experience



TERMS OF APPOINTMENT

SALARY

This role attracts a salary of £75,000 per annum plus a generous pension scheme and other benefits.

LOCATION

Bracknell, Berkshire with hybrid working available

PENSION

DEBRA UK offers a non-contributory pension scheme up to a maximum employer contribution of 12.5%.

ANNUAL LEAVE

25 days per year, plus statutory holidays.

ADDITIONAL BENEFITS

Life Assurance Scheme

Increased Holiday Entitlement with long service

Employee Assistance Program which offers 24/7 access for staff and their families

The opportunity of professional development .

EQUITY, DIVERSITY AND INCLUSION

We are committed to improving our approach to diversity and inclusion and this postholder will be a change agent in our work in this area. We strongly encourage applications from underrepresented groups, in particular people of colour and disabled people.



HOW TO APPLY

We hope you will consider making an application. To do so, please visit: <https://starfishsearch.com/jobs/debrauk-director-of-people> and click on the apply now button, with the following prepared:

- your CV (no more than three sides).
- a short supporting statement (maximum two sides) that sets out why you are interested in joining DEBRA UK as its new Director of People.

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.

Search closes	Friday 2nd June 2023
Structured discussions with top candidates	w/c Monday 12th June 2023
Final formal interviews	Friday 23rd or Monday 26th June 2023 (tbc)

