

Job description

Job title	Head of People and Organisational Development
Contract	Fixed Term Contract – 2 years
Hours	Up to full time
Salary	£60,000
Service setting	Across Jami localities and home based

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

This is a new exciting post to be responsible for designing and implementing a Jami People strategy, ensuring this underpins and drives the Jami strategy and vision. Not only will you play a key role in ensuring that our Vision and Values are brought to life across the organisation, but you will also develop and implement a people strategy to provide high standards of HR and Organisational Development service and advice to stakeholders to help them achieve their goals, enabling organisation development,

good change management and efficiencies. To do this effectively full consideration will need to be given to how to maximise the potential of our working relationships with HR colleagues and wider stakeholders within Jewish Care.

The post holder will directly lead 2 Jami employees and work collaboratively with the wider Jewish Care HR team of 25. They will be reporting into Jami's Chief Operating Officer and will have direct professional supervision from Jewish Care's Director of Human Resources and Organisational Development.

Part of this role will be to review our policies to ensure that they are fit for purpose, robust and up to date as well as, where possible, aligned with Jewish Care policies to aid collaborative working and avoid duplication of efforts.

A learning and development assessment needs to be undertaken and a plan put in place to ensure we have the right skills and the capacity to develop strong performance management as the organisation grows.

You will also oversee ER issues providing specialist, professional advice on employment law and the potential impact of decisions.

Driving continual improvement and great communication skills will need to come naturally so that you can roll out various People initiatives influencing a variety of stakeholders at all levels and supporting cultural shift.

It will also be important for you to influence organisation structure and workforce planning as well as keeping our pay and benefits under review to ensure we remain competitive.

Responsibilities

1. Developing and Implementation of a Jami People Strategy
2. Contributing to the leadership and direction of Jami through active strategic input and organisation development.
3. Implement a robust People function
 - Review, design and implement all HR activity throughout the employee life cycle; to include policies, processes, systems, budgets, development of our people, objectives and plans designed to achieve people related KPIs to deliver the strategic vision.
 - Provides support for recruitment and reward activities – e.g. Pay review, benefits, pensions
 - Lead the People function to embed the agreed Jami culture and behaviours to deliver added value and high standards of customer service to stakeholders.

- Oversee employment relation issues, driving effective performance management, and mitigating risk.
 - Ensure that all HR activities comply with appropriate legislative requirements and best practice.
 - Support staff wellbeing, including management of external providers. Provide good awareness and tools to effectively manage sick absence and offer support where required e.g. occupational health assessments
4. Provide constructive challenge and innovative ideas by remaining up to date and engaged with HR research, developments and networks.
 5. Assist in the coaching, mentoring and development of our senior management team.
 6. Maintaining focus on working collaboratively with Jewish Care colleagues to maximise potential of HR provision and services.

The post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Key relationships

- Jami workforce, trustees and lay supporters (across all teams and roles)
- Jewish Care
- External connections

Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Member of the Chartered Institute of Personnel and Development Level 7 (MCIPD). 	<ul style="list-style-type: none"> • Fellow of the Chartered Institute of Personnel and Development (FCIPD)

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Over 5 years generalist HR experience in a senior HR management role • Experience of being part of a senior leadership team and making meaningful contributions to strategic decision making 	<ul style="list-style-type: none"> • Previous roles as Head of HR • Experience of developing and implementing successful people development strategies. • Experience of working at CEO/Board level

<ul style="list-style-type: none"> • Extensive knowledge of employment law • Good understanding of staff engagement techniques and effective performance management <p>Organisational design, structures and change management concepts</p>	<ul style="list-style-type: none"> • Diversity and Inclusion • Experience of working in a matrix structure with a variety of stakeholders
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Skills and Abilities

Essential	Desirable
<ul style="list-style-type: none"> • Ability to align teams and their performance to the vision and core values of an organisation. • Excellent communication, negotiation, mediation and interpersonal skills. • Ability to develop, monitor and deliver KPIs. • Consistently delivering results within agreed timeframes and in line with financial targets. 	

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • A positive can-do attitude and a change agent • Goal orientated • Team player 	

Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami is proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact **Andrew Hope** on 020 8458 2223 or email applications@jamiuk.org.

To apply for the role, please send your CV and covering letter to applications@jamiuk.org. Closing date for applications **27th July 2022**.

Please note that interviews will be held the week commencing the 8th August.