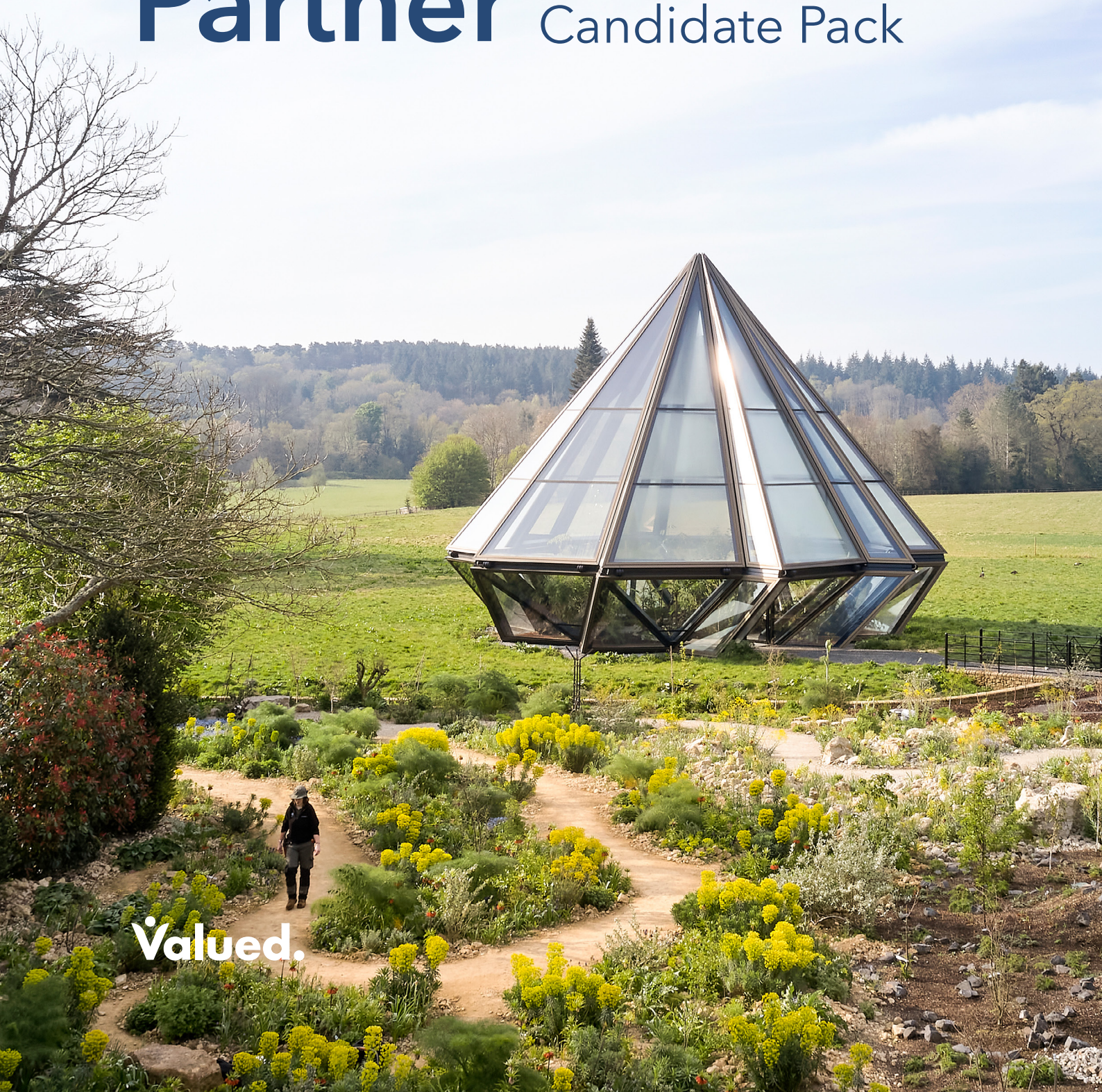


THE
SAINSBURY
FAMILY
CHARITABLE
TRUSTS

People Partner

Candidate Pack



Valued.

WELCOME FROM THE CEO

**Thank you for your
interest in working with
us at SFCT.**



I joined SFCT as I was attracted by the wide range of philanthropic interests of the Sainsbury family. They all have very different passions and interests, which means that every day is varied, interesting and extremely rewarding.

SFCT is the operating office for 16 independent grant making trusts and 8 related companies which are all focused on supporting the families desire to create meaningful change and lasting impact through their philanthropy. This sense of purpose is woven into everything that we do, and each role here contributes to making a real difference.

Our people are at the heart of our success and so we are committed to fostering an environment where everyone feels valued, supported, and empowered to thrive.

This ranges from professional development opportunities to a workplace culture that recognises the importance of balance,

and will support you in managing your professional and personal life effectively so that you can bring your best self to work every day.

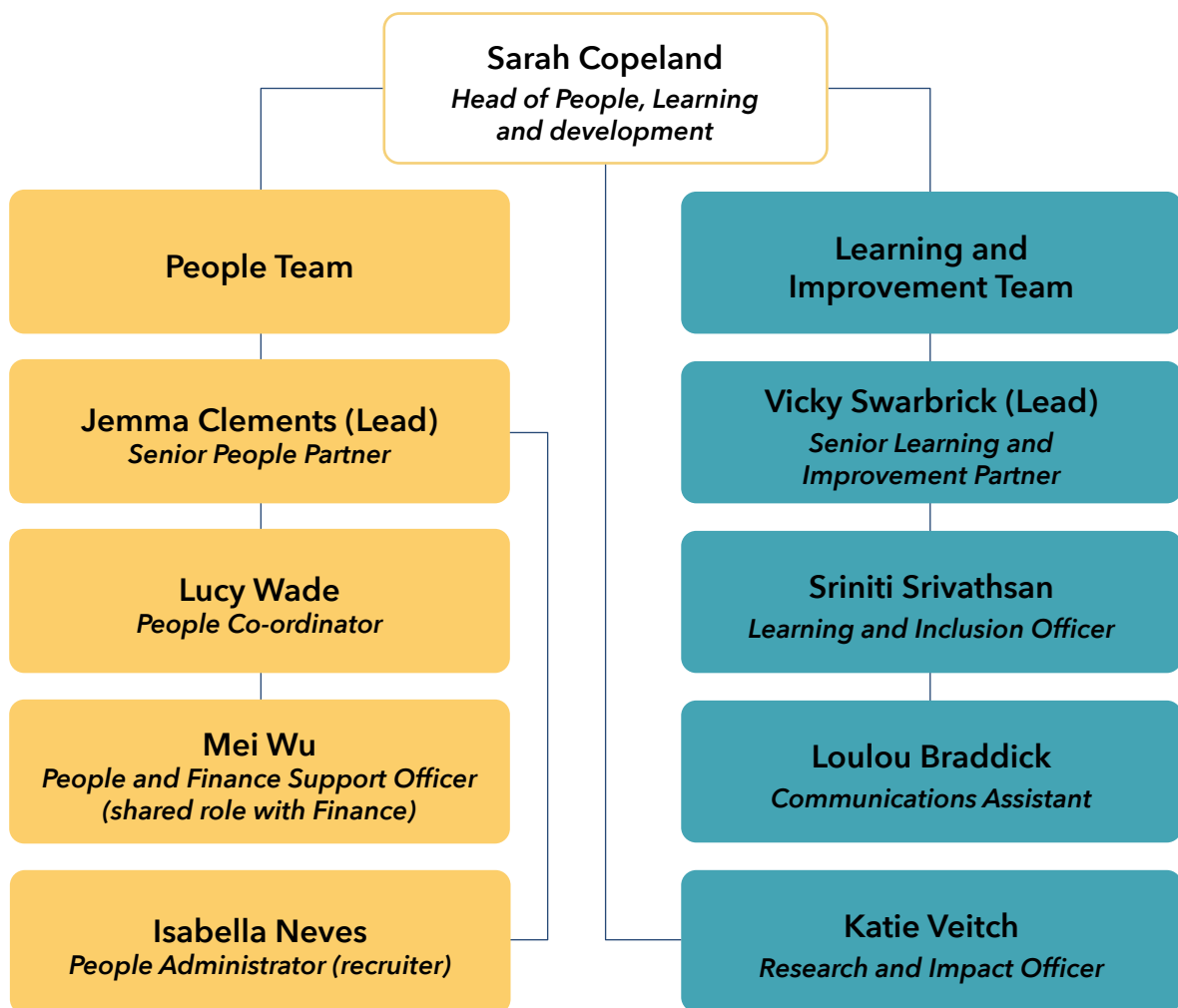
Our SFCT values guide our ways of working – supportive, collaborative, putting people and planet first, and treating people fairly. We work hard to make a difference but recognise the importance of work-life balance and offering opportunities to have fun together too!

The new role of People Partner will see the successful candidate join a supportive team, committed to providing a high-quality business and people focused HR service and embedding our values into all of our people projects and initiatives. We look forward to receiving your application.

Karen Everett, CEO

ORGANISATIONAL CHART

People, Learning and Improvement Team





ROLE OVERVIEW

Job Title: People Partner

Job Purpose: To provide support and guidance to managers on a wide range of people practices and provide HR expertise to support the implementation of people projects, initiatives and processes across SFCT.

Location: The Peak, 5 Wilton Road London SW1V 1AP, with opportunity to work from home.

Reports to: Senior People Partner

Responsible for: No direct reports

JOB DESCRIPTION

Duties and Key Responsibilities

- Support the Senior People Partner in the delivery of projects and people initiatives, ensuring that new processes are embedded across SFCT
- Provide support and guidance to managers on a wide range of people practices with a focus on managing employee relations matters
- Act as a point of people expertise where new people processes or approaches are implemented
- Use evidence and data to identify people priorities and address future workforce needs.
- Provide people expertise for teams implementing new people approaches and changes, building trusted relationships with managers and staff.
- Design and deliver effective and impactful People related improvement projects
- Work alongside the Learning and Improvement team to plan learning and development activities that address identified needs.
- Ensure that Diversity, Equity, and Inclusion (DEI) best practice is embedded in all people processes.

HR Operations

- Contribute to the development of policies and procedures in line with legislation, regulation and best practice, ensuring effective implementation across the workforce.
- Contribute to the provision of a high-quality business and people focused HR service, delivering policies, processes, systems, advice and guidance to staff and managers.

HR Operations

(Continued)

- Coach recruiting managers to ensure the SFCT Recruitment procedures are followed considering DEI best practice at all stages.
- Act as internal consultant to all levels of management to support them in identifying and meeting needs on all areas of people management.
- Lead role evaluation panels to ensure new roles are correctly and fairly evaluated, following SFCT procedures.
- Ensure that processes and guidance around role evaluation are kept up to date and that REG members are sufficiently trained and supported.
- Provide advice and guidance to managers on effective performance management, ensuring all staff take part in regular reviews and pay and progression policy is implemented fairly across the organisation.
- Contribute to the development and maintenance of HRMIS, for all areas of employment and personnel records, and HR metrics, including links in as appropriate to other processes (e.g. L&D, performance management).
- Respond to managers or staff on queries related to benefits provision of payroll services.

Employee relations and engagement

- Coach leaders and managers to create and maintain a positive working environment with high morale, engagement and performance.
- Development of employee engagement opportunities, including input to change projects, feedback forums and processes, information and learning events.
- Manage complex employee relations cases, including disputes resolution, advising on application of employment procedures, oversight of investigations.

Project Management

- Proactively identify areas for potential improvement and using available evidence make recommendations for how improvements could be delivered.
 - Focus on collaboration and engagement of all key stakeholders in project design and delivery, making sure that benefits are clearly articulated.
 - Work to deliver effective and engaging communications plans to support buy in.
 - Create supporting project documentation and keep accurate and timely records.
 - Manage all projects in-line with agreed team approach (Prince2 Agile.)
-

General responsibilities

- Be proactive in keeping up to date with developments affecting your work and maintain and improve personal competence through continuous professional development.
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of SFCT' s work.



PERSON SPECIFICATION

Experience

- Previous experience as HR generalist or Business Partner
- Experience of successful development and implementation of cross-team People projects with multiple stakeholders
- Experience of planning and facilitating people related training events
- Experience of effective data management and using data to inform decision making
- Demonstrated experience of advising and influencing managers to senior level on a range of HR matters
- Experience of supporting staff through facilitated conversations or mediation to provide effective resolution on employment matters

Skills and abilities

- Relationship building and influencing skills, able to develop relationships and engagement with staff and managers at all levels
- Strong communication skills, including ability to draft employment policies, provide guidance on complex HR and employment issues, and deliver engaging staff communications
- Able to work independently and use own initiative
- Able to balance a process driven and best practice approach with a need for pragmatic solutions and effective outcomes
- Able to manage conflicting priorities, anticipate issues and respond quickly to emerging people matters



Knowledge and Education/ Training

- CIPD qualification (minimum level 5) and evidence of continuing professional development
- Knowledge and expertise across key HR areas
- Strong understanding of HR practices, employment law and regulations
- Sound knowledge of HR systems



Personal attributes and other requirements

- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work
- Flexible in approach to work and duties; a team player who is willing to help other members of the team
- Pro-active, able to exercise good judgement, and discretion
- Active and self-led learner who keeps abreast of developments
- Finds working in a complex and diverse environment rewarding

HOW TO APPLY

Role Details

Title: People Partner

Salary: £55,939 per annum

Hours: Full time or 3 or 4 days a week (pro rata) will be considered

We are happy to discuss your preferred way of working including the balance of office and home working, part time or compressed hours arrangements. Working hours are based on a 35-hour FTE.

Valued Recruitment is working exclusively with Sainsburys Family Charitable Trust to recruit for their growing team. We are an ethical recruitment company, intent on hiring inclusively and transparently.

To apply, we welcome a CV and a 1-2 page covering letter addressing your interest in the role and how you meet the competencies in the job description. Please send this to anna@youarevalued.co.uk

Accessibility is incredibly important to us here at Valued Recruitment and at The Sainsburys Family Charitable Trust.

If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know.

No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

Guaranteed interview scheme for candidates with a disability

We are committed to creating an inclusive and supportive workplace. As part of the commitment, we offer a guaranteed interview for candidates with a disability who meet the essential criteria for the role. If you would like to apply under this scheme, please contact anna@youarevalued.co.uk

Please note that applications will be anonymised to reduce bias during the selection process. We want everyone who works for us to feel welcomed, respected, supported and valued. We believe everyone should be treated with equity, and that diversity of perspectives, backgrounds and experiences helps us achieve better things in our work.

Key Dates

Closing date: 10am on Monday 24th February.

Please note that interviews are likely to take place on Thursday 6th March (virtual first stage interview) and Tuesday 11th/Wednesday 12th (for second stage, face-to-face interviews).

THE
SAINSBURY
FAMILY
CHARITABLE
TRUSTS



Valued.