

Recruitment pack

Head of Operations and People

Closing date

Tuesday 5th November 2024 11.59pm



**PEOPLE'S
ECONOMY**

Thank you for your interest in working at People's Economy.

We are looking for people who are: passionate about addressing economic injustice, capable of overseeing systems and processes that support the smooth running of a small or medium organisation, and experienced at implementing effective HR approaches.

Key details of role

Role: Head of People and Operations

Salary: £44,383 (pro rata) with progression points available post probationary period.

Location: Remote with regular in-person team days across the UK every six weeks and other potential required UK travel

Hours: 0.8 - 1 FTE (30-37.5 hours per week)

Contract: Permanent

Benefits: 7% pension contribution, 30 days annual leave in addition to bank holidays (pro rata), training and development budget, flexible working, Union recognition, enhanced sick leave. Enhanced parental leave policies are under development.

Application deadline: 11.59pm, Tuesday 5th November 2024

Online Open House: Candidates are invited to attend an information webinar and to meet some of the team on Monday 28th October 12pm. [Register here.](#)

Interview dates and location: First interviews Thursday 14th November 2024 via Zoom. Candidates selected for second interview: Wednesday 20th November, in person in London.

Diversity, inclusion and anti-oppression: We are particularly keen to receive applications from people who are: women and non-binary people, from Black and Asian backgrounds or are other people of colour, or members of other marginalised groups. We also strongly encourage applications from members of communities experiencing economic injustice, and people working for change as part of these communities.

We are open to applications from people seeking job share options or different part-time work hours.

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About People's Economy

People's Economy aims to build the agency and power of people facing injustice and working for social change so that they have the expertise, capabilities and resources to develop their own analysis of how the economic system is a root cause of the injustice they face, develop strategies to change it and then take action with others. Our vision is for a world with economies that meet the needs and priorities of people currently experiencing economic injustice.

Through short training, longer courses, community building and facilitation we work with changemakers embedded in communities experiencing economic injustice to imagine, analyse and plan the economic change they want to see, and to take action to empower themselves and their communities, build alternatives and influence dominant institutions. We also work to create better conditions for changemakers to create economic change.

We have programmes working with groups in North Wales, Birmingham, Hartlepool and London and with the migrant justice and youth organising sectors and an emerging community of practice to connect people across areas. We're just about to start a 12 month action inquiry looking at how to increase the quantity and quality of collaboration between the grassroots groups and the professional new economy sector.

We are 18 months into our [five-year strategy](#) and in a strong position to continue to deepen and scale our work across different regions and themes. We're currently recruiting for a number of vacancies to support us at this stage in the strategy. These new posts, working alongside the existing team and our trustees, will be a crucial part of overseeing this work and ensuring that we are carrying out our mission in the best possible way.

You can find out more about our current work and team by visiting peopleseconomyuk.org.

About our team culture and ways we work together

At our heart we're a relational team, we make space to support and encourage each other and celebrate the small wins. We try to imbue our interactions with a genuine sense of care for each other as whole people. We think carefully about building relationships, especially with the team working remotely around the country - we gather in person every six weeks at our team days to connect with each other, talk about strategy and eat some good food together.

We know that being a flexible and supportive workplace is what enables people to do good work. We work to build trust with each other and offer this flexibility where possible through remote working, core working hours, enhanced leave policies, and flexible, supportive approaches to line management.

Our team is much bigger than the staff. We know working collaboratively is the only way to achieve our mission. Our team is also formed of community partners and grassroots groups up and down the country, our trustees and many other freelancers and collaborators. We're all connected by a deep investment in our work and a desire to work strategically to achieve our mission.

We know a big part of this is investing in people's development and leadership, working to give people a sense of autonomy over their work and providing opportunities to develop skills and experience accordingly. We provide a £1000 staff annual personal development budget to support this.

We're thinking actively about what it means to be building a culture we're proud of and that embodies our mission. We want whoever joins our team to take part in exploring that. Here's some of the questions we're holding:

- How do we balance a commitment to gain input and team consensus with empowering people in their roles - moving quickly when needed and giving enough clarity about how decisions are made?
- How do we keep ensuring flexibility and support for staff whilst ensuring consistency and enough clarity through formal policies and processes?
- With the team working across the country, how do we make sure people don't feel isolated and continue to offer enough spaces for relationship building and connection?
- How do we make more room and build the muscle for conflict that is generative and enables us to challenge each other with care?

Who we are looking for

We aim to make diversity, inclusion and anti-oppression a central part of how we do our work, within our organisation and in our programmes, and this applies to how we do our recruitment. You can read our diversity, inclusion and anti-oppression policy, and our linked recruitment policy, [here](#).

Economics is underpinned by a way of thinking dominated by white men who have studied and worked in a small number of institutions. We are looking for people that bring a different perspective. To this end, when candidates are of equal merit, we will prioritise selection and appointment of people with identities and backgrounds that are currently under-represented in People's Economy, economics and the charity sector.

We are particularly keen to receive applications from people who are:

- women and non-binary people
- from Black and Asian backgrounds or are other people of colour
- from a community experiencing economic injustice, for reasons including being from a working class or other economically marginalised backgrounds
- working for change as part of a community that has experienced economic injustice - we refer to people doing this as 'changemakers'.

We also strongly welcome applications from people who are members of other marginalised groups for example due to disability, religion, gender identity or sexuality.

Job description and person specification

Please read this job description and person specification carefully to help you write your cover letter and tell us how you meet our requirements for the role. We are looking for potential from applicants.

Job title	Head of People and Operations
FTE	0.8 – 1
Job Grade	Grade 3 - £44, 383
Location	Remote with regular in-person team days across the UK every six weeks and other potential required UK travel
Reports to	Executive Director
Responsible for	Freelance Bookkeeper

Job purpose

The Head of People and Operations oversees the development of systems and processes to ensure the organisation operates as effectively as possible with particular focus on People & Culture, Finance and Operations. They manage People’s Economy’s freelance bookkeeper.

People & Culture

- Lead the review and development of HR policies and processes to ensure that they embody People’s Economy’s values, and support effective working and staff wellbeing, drawing in external expertise as necessary.
- Lead the development and implementation of recruitment processes for staff vacancies, ensuring compliance with People’s Economy’s recruitment policy and employment law.

- Lead the implementation of formal HR processes e.g. disciplinary processes, contract variations, and act as the key point of contact with People's Economy's external HR advisers.
- Contribute to the development of organisational culture and values and ensure that they are embedded, promoted and enacted throughout the organisation.
- Lead review and development of People's Economy's safeguarding policy, processes and practice including staff and trustee training.
- Lead the work to build and maintain staff health and safety and wellbeing, through developing appropriate systems, processes and practices.
- Undertake day-to-day HR administration, including leave booking and sickness absence recording.

Operations

- Develop policies, systems and processes to support the effective functioning of the organisation and (with support from the Programme Director) which support the implementation of programme and project delivery.
- Develop and maintain People's Economy's IT systems, including working with external providers to review IT security.
- Lead on regularly reviewing and updating People's Economy's remote and hybrid working policies and supporting colleagues to access suitable equipment and workspace to carry out their roles.
- Support the Programme Director set up and manage the operation of People's Economy's monitoring, evaluation and learning systems and their embedding across the organisation.
- Support the Executive Director to implement People's Economy's Diversity, Inclusion and Anti-Oppression (DIAO) policy and lead the annual process of reviewing and updating the policy, and relevant organisational systems and processes to support the implementation of the policy.

Finance

- Lead People's Economy's financial management and control, including:
 - Manage People's Economy's book-keeping and payroll providers to ensure that high quality records of income and expenditure are maintained and the smooth operation of supplier payments, invoicing, payroll and pensions contributions.

- Oversee the timely production of regular financial reporting including management accounts, cash forecasting and quarterly reporting to the Board. Scrutinise regular finance reports and work to resolve any issues identified.
- Liaise with People's Economy's accountant and manage the annual process of independent examination and producing year-end reports and accounts.
- Lead on financial planning, including the preparation of an annual organisational budget and lead on updating budget information throughout the year.
- Create systems and processes to support staff to develop and manage budgets for the programmes and projects that they are leading.
- With support from the Executive Director, lead the development of organisational business plans and monitoring of progress against them, including reporting on progress to the Trustee Board.
- Lead on maintaining robust and up-to-date information about the organisation's income pipeline.
- Lead on fundraising administration:
 - Track progress against income targets ensuring information is kept up to date and regularly updating the Executive Director on the position.
 - Manage funder reporting and invoicing, working closely with colleagues leading funder relationships and with People's Economy's book-keeping provider.

Governance and Legal

- Lead on compliance with all applicable regulatory requirements including data protection, employment law, health and safety, and charity law.
- Ensure that People's Economy has appropriate insurance in place.
- Lead on Trustee Board administration and support the good functioning of the Board, including by managing trustee recruitment processes when required.
- Lead on maintaining the organisational risk register and reporting on it to the Trustee Board.
- Work with the Executive Director to ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial).

Line Management

- Oversee People's Economy's book-keeping providers, and line manage possible future roles, supporting post-holders to carry out their roles effectively and to develop professionally.

All People's Economy employees are expected to:

- Always act in the best interests of *People's Economy* and work in line with People's Economy's stated principles and values
- Comply with *People's Economy* policies and procedures
- Implement the organisation's commitment to Diversity, Inclusion and Anti-Oppression in their work
- Maintain confidentiality in all areas relating to *People's Economy*
- Contribute to organisation-wide processes and development of practice
- To be flexible and co-operative and to undertake any other reasonable duties that support the needs of the organisation, as requested by the Executive Director or Board of Trustees

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post-holder.

Person specification:

	Essential	Desirable
Experience	<p>Developing and implementing an effective HR approach in a small or medium organisation.</p> <p>Financial oversight responsibility and managing an organisational finance function.</p> <p>Overseeing the development of effective systems and processes to enable the good functioning of a small or medium organisation.</p>	<p>Living as part of a community that is marginalised or experiencing economic injustice.</p> <p>Working in the UK community / civil society sector.</p> <p>Working with a recognised trade union.</p> <p>Taking action to improve diversity, inclusion and anti-oppression in an organisation or similar setting.</p>
Skills and Knowledge	<p>Developing, managing and reviewing HR and operations policies, systems and processes.</p> <p>Good working charity finance knowledge including budgeting, financial reporting, developing a cash flow.</p> <p>Good understanding of charity governance requirements, including risk management, and key areas of compliance e.g. employment law, data protection law.</p> <p>Ability to think independently, critically and creatively and to take responsibility for decision-making.</p> <p>Excellent and confident oral and written communicator with the ability to communicate effectively to a range of audiences.</p> <p>Excellent time and project management skills, including the ability to prioritise limited resources to maximise impact.</p>	<p>Understanding of how to apply a diversity, inclusion and anti-oppression approach within an organisation.</p> <p>Ability to carry out effective line management.</p>

Personal attributes

These are some of the personal attributes we're looking for in everyone who joins our team. We're not expecting you to be able to demonstrate every single one, but show they are areas you are already working on or committed to meaningfully developing in alongside the rest of our team.

- Committed to and excited by People's Economy's mission of doing long-term work with people experiencing economic injustice across the UK to collectively understand, reimagine and change the economy.
- Commitment to working with People's Economy's diversity, inclusion and anti-oppression aims and values.
- An open, collaborative, consensual and self-reflective working style, including ability to navigate disagreement and conflict in a constructive way and to be accountable to others.
- Dynamic and energetic, constantly reflecting on People's Economy's effectiveness and seeking ways to improve our impact.
- A critical and strategic thinker, able to both see the big picture and have an eye for detail.
- Ability to reflect and learn, including sharing failures and uncertainties. Openly giving and taking constructive feedback from the team and members of People's Economy's community to bring out the best in you and others.
- The emotional intelligence to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.

How to apply and how the process will work

We will select candidates through a review of written applications to produce a short-list, followed by two interview stages.

We want to see people at their best and so of course will make any reasonable adjustments relating to long-term conditions or disabilities that you need to help you perform at your best. Please let us know if this applies to completing your written application. We also ask you to let us know when submitting your application if you have any requirements for accessibility-related adjustments if you are selected for an interview.

We can also reimburse candidates for travel and childcare costs related to attending an interview, and will ask you about this if we invite you to an interview.

Online Open House

Come and meet us! We are hosting an online open house on Monday October 28th at 12pm for anyone who is interested in hearing more about the roles we're currently hiring for or what People's Economy is all about. You can use this space to ask any questions you might have about the role, find out more about the organisation and meet some of our staff team. Curious?

[Sign up now!](#)

This will be hosted as a webinar and questions can be submitted via the Q&A function so you will be able to remain anonymous unless you choose to unmute or turn on your video to ask a question.

Submitting an application

To apply for the role, please submit your CV and a cover letter to careers@peopleseconomyuk.org with the subject line 'Application - Head of Operations and People'. Your cover letter should address the following questions and be no longer than two A4 pages:

1. Why do you want to be part of the People's Economy team?
2. How does your skills and experience meet what is set out in this Job Description?

To be considered for the role you must submit your application by the deadline. Please also complete a [Diversity Monitoring Form](#), this is not mandatory but helps us ensure we are reaching everyone, and informs whether we should make changes to improve our roles and recruitment practice.

Let's also name the elephant in the room! Sometimes we all experience a bit of imposter syndrome. At People's Economy, we lean into this feeling. We believe that imposter syndrome is a manifestation of the oppression many of us face day to day. You don't have to tick all the boxes for each role to apply. If you feel a pull towards a specific role and believe you could make a difference we would love to hear from you!

Interviews

Following selection of applicants, there will be two interviews.

The **first** interview on Thursday 14th November, will be held by Zoom. If you are successful in your first interview you will be invited to attend a **second** interview on Wednesday, 20th November. This will be in person in London.

If you are invited to interview you can let us know if you need us to cover childcare or similar costs to allow you to attend the interview. We usually don't dress formally for work, so please wear whatever you feel most comfortable in for the interview.

The interview will involve a structured set of questions designed to test whether you have the key skills and experience for the role. We will send the questions to you in advance. For candidates invited to a second interview, we will also ask you to prepare a task in advance to deliver at the interview and there will be a further set of structured questions sent in advance.

References and eligibility checks

Once we have identified a preferred candidate via the interview process, we will carry out reference checks and legally required checks of eligibility to work in the UK before making a final job offer.

How we will process your application data

We set out in our [data notice](#) for applicants how we will treat the data that we gather about you as part of the recruitment process.