

Job and person specification: People Manager (0.6 FTE)

Department:	Finance & People
Location:	London SE1 (from November 2026), flexible with at least one day a week in the office
Reporting to:	Director of Finance & People
Responsible for:	People Assistant

Job summary - the big picture

To lead the delivery of professional HR services, provide strategic HR leadership, support and advice to the Senior Leadership Team (SLT) and line managers.

Scope

- Takes the lead on People strategy review, implementation and monitoring
- Takes the lead on all Health & Safety matters
- Budget responsibility and size up to £50k
- Autonomy to implement systems within budget in conjunction with advice from external consultants / advisors, consulting with Director on high-risk decisions

Key people – who you will be working with

- SLT, line managers, Network of CPREs
- Community recognised Trade Union
- External suppliers e.g. Bravo Benefits, recruitment agencies, HR systems, HR Lawyer

Main areas of responsibility - the day-to-day work

- Review, input and implementation of People Strategy
- Support the implementation of the EDI Framework and Action Plan – identifying areas to improve People development and create a welcoming culture for people from all backgrounds.
- Review existing systems, processes and procedures to ensure they are fit for purpose and efficient
- Responsible for all activities that support the People Life cycle, including recruitment, training & development and performance management.
- Lead and develop the recruitment process to attract the skills and capabilities required at national CPRE and meet EDI goals for paid staff, supporting similar work with volunteers.
- Responsible for People engagement and communication including managing the day-to-day relationship with the trade union (Community) and administering the staff survey and action plans.

- Advise on the management and resolution of employee relations issues including the management of conduct and discipline issues
- Attend SLT meetings as the People specialist for the organisation.
- Coaching and supporting line managers on all People issues, ensuring consistency of approach and application of all HR and H&S policies, in line with CPRE's values
- Organisational Development – Produce the L&D policy, identify and source training and development organisational solutions and support line managers to ensure learning outcomes are embedded.
- Responsible for producing and managing all HR and H&S policies and processes, ensuring that the organisation operates legally and follows best HR practice.
- Producing timely HR, and H&S metrics with relevant explanations, advice, and recommendations
- Coach teams/individuals to role model CPRE values
- Proactive responsibility for own development and that of others through learning, networking, self-appraisal and other opportunities for growth
- Line managing the team to ensure fulfilment of operational objectives and values, ensuring efficient use of resources, providing good communication and support (including wellbeing and personal development)
E.g. Ensure individual objectives are clearly linked to corporate priorities and values
- Work with the Senior Leadership Team on any other relevant issue as so required

Selection criteria – what you need to do the job

- You will have at least 5 years' experience as a People professional either as a People Manager or People Business Partner, delivering HR services at both at a strategic and operational level.
- You will hold a Chartered CIPD qualification L5 minimum.
- You will have practical and technical knowledge in the following areas:
 - Employment Law and Employee Relations/Union relationships
 - Learning and Development solutions
 - Employee Engagement and well-being
 - People processes that support the employee life cycle
 - People Systems (HRIS) to include Applicant Tracking Systems and People metrics
 - Equality, Diversity, Inclusion and Belonging
- Good written and verbal communication skills, with the ability to communicate technical knowledge in an easy-to-understand way.
- Ability to build relationships with a variety of people within and external to the organisation.
- Ability to coach and mentor colleagues
- Ability to influence at Senior Manager and Board level
- Being able to plan, prioritise and organise tasks, hit deadlines and deal with issues as they arise
- Ability to role model CPRE's values and behaviours and coach teams/individuals to do the same