



# Head of People and Culture

Recruitment Pack

# Who we are

## About us

The **Tudor Trust** is a philanthropic organisation with a long-standing commitment to funding smaller, grassroots organisations. With an endowment of around £220m, our annual commitment to grants has averaged £20 million.

We have transitioned from a family foundation to one that is independently led by a newly formed board of trustees. At the same time, we are rebuilding our staffing structure in line with a strategy that has greater emphasis on aligning our investments to building thriving communities. We want to take a systems thinking approach that centres racial justice in all our work.

As we continue our transformative journey, we are excited to appoint our first Head of People & Culture to join the Tudor Trust. You will work closely with the CEO and lead the People & Culture sub-committee to define and lead the implementation of our P&C strategy and embed our culture across the organisation.

The development of a culture in which JEDIB is integral and all our people feel well supported and valued is deeply embedded in our organisational strategic aims. You will be part of the senior leadership team (SLT), making an active contribution to the strategic direction, building a culture of collaboration and strong leadership within the SLT and across the wider team. You will be pro-active in your delivery, model our behaviours, and ensure racial and social justice are at the centre of everything we do.

## Our behaviours and ways of working

As we co-develop our organisational culture with staff and trustees, we're working towards fostering the following behaviors, principles and values, which are integral to our work at Tudor.

### **Bravery**

Taking action, despite fear, uncertainty, or potential risk, fostering a culture of trust, innovation and collaboration.

### **Creativity**

Coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.

### **Inquisitive**

Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.

### **Humility**

Being modest, respectful and open to others' perspectives and feedback fostering an environment of continuous learning.

### **Collaboration**

Work with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.

### **Integrity**

Demonstrating honesty, fairness and reliability in all professional interactions and decisions creating a foundation of trust and respect.

These behavioural expectations are fundamental to our organisational culture at Tudor and will guide our practices to ensure a positive, inclusive, and collaborative work environment for all staff and stakeholders. In line with all our development, our approach to building our behaviours framework will be iterative as we engage more widely with the sector. An iterative approach to our behaviours, in turn, allows us to test out different ways of operationalising People and Culture.

# About the role

## Head of People and Culture

**The Head of People and Culture at Tudor Trust** is a transformative leadership role responsible for developing and implementing a holistic People and Culture strategy. This role will drive a culture of continuous improvement, collaboration, and inclusion while embedding Tudor's behaviours into every aspect of the organisation. Central to the role is the promotion of Justice, Equity, Diversity, and Inclusion (JEDI) principles, ensuring Tudor remains an inclusive, high-performing environment where people feel valued and empowered.

As part of the Senior Leadership Team (SLT), the Head of People and Culture will contribute to shaping the wider organisational strategy, leading initiatives that promote team well-being, support individual growth, and foster a high-performance culture that is aligned with Tudor Trust's behaviours of collaboration, integrity, bravery, creativity, inquisitiveness, humility, and compassion.

You will work closely and in collaboration with the Head of Finance and Head of Programmes (yet to be appointed) with a shared responsibility for delivering projects.

### Role context

The Tudor Trust aims to achieve success through its P&C strategy which has four elements:

- **Inclusive Board Governance:** Building inclusive board governance that reflects Tudor's culture and behaviours, devolves power sharing and encourages continuous learning.
- **Team Learning and Development:** Progressing team members in their roles at Tudor to deliver Tudor's strategic goals through learning and development and getting them ready for future roles outside of Tudor that takes the systems change learning to make a wider impact on UK philanthropy.
- **Embedding Organisational Culture:** Embedding culture and behaviours into all policies, benefits, people's progression and people organisational design.
- **Influencing People & Culture Best Practice in Philanthropy:** To build and lead the change on People and Culture across philanthropy and the charity sector.

### Salary

£70,000 per annum pro-rata

### Location:

Hybrid working (min 2 days/week in our London office)

### Hours:

28-35 hours/week (we are flexible with how this is worked over 4-5 days)

### Contract:

Permanent, full time

### Reports to:

CEO

## Key responsibilities

### Strategic leadership

- Develop, manage and implement the People & Culture Strategy across the organisation .
- Provide strategic leadership across the organisation on all People-related issues.
- Ensure the strategy aligns with the principles of JEDI, creating a workplace that values diversity and promotes equity at all levels.
- Regularly assess and refine people practices supporting the evolving needs of Tudor and its employees.
- Champion a culture of continuous learning and improvement including training and development opportunities.
- Specifically lead on the development and delivery of programmes to improve and enhance management and leadership capabilities across the organisation.

### Justice, Equity, Diversity, and Inclusion (JEDI)

- Embed JEDI principles into the organisational culture, policies, and practices, ensuring that Tudor Trust promotes a truly inclusive environment.
- Advocate for equity and justice across all organisational processes, ensuring all staff feel respected, included, and supported.
- Provide training and development programs that promote awareness and understanding of JEDI principles, ensuring they are part of everyday operations.

### Employee well-being and engagement

- Champion employee well-being, mental health, and resilience through proactive and innovative programs that support work-life balance and employee satisfaction.
- Ensure the organisation's practices promote psychological safety and an environment where feedback and support are freely available.
- Develop resources and systems to support employee well-being at all stages of their career journey within Tudor Trust, from onboarding to professional development.

## Performance and development

- Foster a high-performance, high-challenge culture that encourages both individual and collective excellence.
- Build a supportive but challenging environment where employees are motivated to take ownership of their work, meet ambitious goals, and innovate.
- Implement learning and development initiatives that help individuals grow professionally and personally, ensuring a skilled, adaptable workforce.
- Build a culture of continuous improvement where staff are encouraged to be inquisitive, take brave decisions, and challenge the status quo in pursuit of organisational excellence.

## HR management (with support from an external HR company)

- Responsible for all HR activity throughout the employee life cycle, including recruitment, contracts, staff handbook and policies, processes, systems, absence management, and exit interviews (and others as required).
- Oversee employment relation issues and mitigate risks.
- Ensure that all HR policies and activities comply with appropriate legislative requirements and best practice.
- Ensure Tudor's remuneration structure, including pensions and benefits, is competitive, benchmarked, and operates efficiently.
- Ensure the organisation's response to employee requests and inquiries is timely, efficient, and effective.
- Ensure appropriate, honest, constructive feedback throughout the organisation.



## Person specification

### Skills and knowledge

- Ability to set strategic direction, manage priorities, work at pace, make decisions and effectively collaborate with stakeholders at all levels within the organisation.
- Collaborative team approach to decision making and innovation which motivates and drives employee engagement.
- Ability to respond to challenges fairly and compassionately while taking a logical and analytical approach to problem solving.
- Demonstrable experience in exercising sound judgement and decisions when dealing with unexpected issues.
- Capability of operating as a trusted advisor to the CEO and senior leadership team.
- Knowledge of Justice, Equity, Diversity, Inclusion and Belonging.

### Experience and qualifications

- Experience working in a similar role or equivalent or as a People and Culture lead/EDI lead role/s.
- Experience of advising and working with senior leadership teams.
- Experience of driving a performance culture and developing high performing employees and teams at all levels of an organisation/business.
- Experience of developing, implementing and embedding people-focused strategies to deliver organisational goals, including recruitment, retention, staff development, performance management, and employee relations.
- Experience leading on staff engagement, organisational change and culture.

## Key Competencies

### Communication

Ability to deliver information persuasively and with clarity in a wide range of situations with stakeholders at different levels.

### Leadership

Ability to inspire and motivate a team, foster a culture of collaboration and accountability, and build effective working relationships with stakeholders.

### Proactive

Self-motivated and self-directed, able to work independently with a positive approach to problem-solving.

### Change management and adaptability

Ability to lead organisational change initiatives and adapt to evolving priorities, technologies, and market conditions.

### Collaborative

Interpersonal skills to build and maintain relationships with internal and external stakeholders, including trustees, regulators, and vendors.

## Key attributes and values

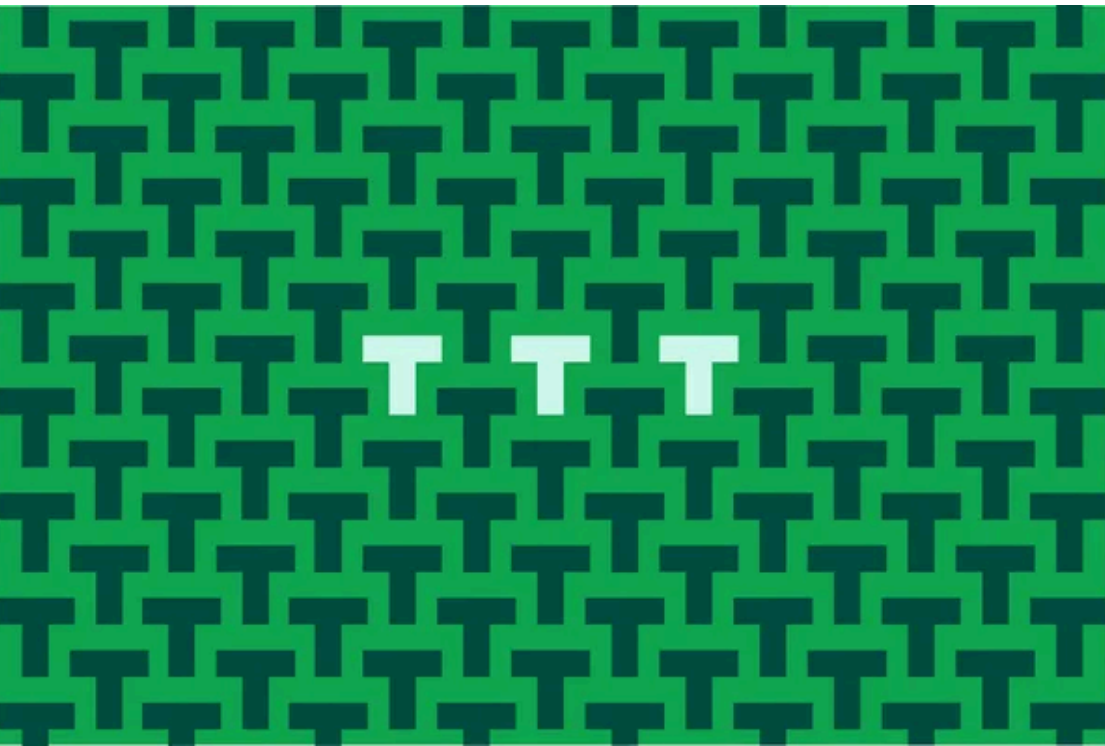
- Commitment to the importance of resourcing communities that are underserved and experience marginalisation.
- Commitment to systemic change thinking and understanding how individual efforts contribute to broader societal transformations.
- Commitment to understanding better the role of philanthropy in social and racial justice.



## Our commitment to Equity, Diversity and Inclusion

At **Tudor Trust**, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background.

**Tudor Trust** is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.



## How to apply

If you would like to apply for this role, **please submit a CV with a response to the following questions** to [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk):

- **Question 1:** We are ambitious about aligning our culture and behaviours to our new strategy. What do you understand by this and can you give examples from work you have led?
- **Question 2:** Can you share concrete examples of initiatives or strategies you have led in previous roles to actively imbed JEDIB?
- **Question 3:** Which of our core behaviours resonates with you and why? How have you applied this to your role as a member of a senior leadership team?

### The questions can be completed in one of four ways:

- **Written** (no more than 750 words across all 3 questions in total)
- **PowerPoint** (no more than 3 slides across all 3 questions in total)
- **Audio recording** (no more than 5 mins across all 3 questions in total)
- **Video recording** (no more than 5 mins across all 3 questions in total)

### Applications close:

3pm on Thursday 24th October 2024

### Interview schedule:

- 4th and 5th November: 1st stage interview (online)
- 12th November: 2nd stage interview and task (in person at our office in Ladbroke Grove)

For a chat about the role, you can reach out directly to Priya Cinar in the **Tudor Trust** team.

Email: [priyacinar@tudortrust.org.uk](mailto:priyacinar@tudortrust.org.uk)