

Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Interim Director of People and Organisational Development	Location	Hybrid working linked to our London or Chesterfield office. Homeworking with a regular presence in our offices considered
Contract type	Full-time	Contract length	Fixed term for 6-9 months.
Date	July 2022		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

People and Organisational Development (POD) teams influence, enable and facilitate a high performing organisation focusing on our people. We are committed to doing this through:

- Developing and embedding shared organisational values, behaviours and expectations of the way we work.
- Supporting the wellbeing of our people.
- Investing in the development and transfer of the knowledge and skills our people need to deliver our ambitions well.
- Establishing and embedding a strong performance management framework that enables and supports great conversations, clear and shared objectives and that ensures a strong connection to organisational purpose and ambitions.
- Providing equality of opportunity, valuing diversity and removing barriers to inclusion.

Everyone in POD has a role to:

- Inform, drive and support ongoing organisational change and improvement.
- Put learning, wellbeing, flexibility, collaboration and inclusion at the heart of our culture.
- Understand organisational needs and translate and support delivery by providing responsive and impactful services (for example; coaching, guidance and advice with frameworks, tools and processes).

Main purpose of the role

Versus Arthritis has been going through significant change over the last year following a strategic review and we are now bringing that work to a conclusion through the development of a new five-year

strategy which we aim to implement from April 2023. As part of considering our focus for the future we are also reviewing and developing new organisational values and behaviours to underpin all that we do.

The Interim Director of People and Organisational Development (POD) will perform a key role at this critical point in the charity's development. They will work closely with the CEO, Board, Organisation Leadership Team (OLT) and POD Directorate to contribute to the development of the charity's strategic plan, and directorate three year and one year implementation plans. They will also support the directorate teams to prioritise and maintain business as usual, maintaining progress on this. As a key member of OLT, the post-holder will be reporting to our Board of Trustees on progress, as required, while we search for our permanent Director.

Specifically, the Interim Director of People and Organisational Development (POD) will:

- Lead and facilitate the process of developing the POD Directorate's three and one year implementation plans and budgets.
- Ensure that POD Directorate's priorities are reflected appropriately in the charity's five-year strategic plan.
- Work with the POD leadership team to support the ongoing development of our employee and volunteer offer, so that our working culture and practices reflect our mission and core values.
- Support the refining of our strategic processes for volunteering and involvement.
- Support our POD Heads of Departments to embed in their roles and model best practice following our recent restructure, so they can deliver key outcomes. This will include a review and update of all people policies, pay structures, pay framework and embedding equity, diversity and inclusion in all that we do.
- Model behaviours to support our ongoing work to ensure progressive leadership and an inclusive collaborative culture across the organisation.

The post-holder will work closely with our CEO, Director of Finance and Corporate Resources and Head of Governance, Legal and Assurance to ensure that our policies and processes are consistently applied and underpin our decision-making organisation wide.

Management and key relationships

Roles managed

- PA
- Directorate Business Manager
- Head of People Business Partners
- Head of Organisational Development
- Head of People Operations
- Head of Diversity, Inclusion and Involvement

Reports to

Chief Executive Officer (CEO)

Key Relationships

- CEO
- OLT
- Trustees

Main Responsibilities and Duties

1

It's about Leadership

- Lead the POD directorate, supporting the team and particularly the Heads of Departments in their roles to deliver key outcomes.
- Role model organisational values and behaviours and actively lead our work towards a culture of collaboration and continuous improvement.
- Support OLT and the leadership teams to implement and model our newly defined culture in the delivery of our progressive leadership approach.
- Support the development of leaders across the charity to ensure staff and volunteers have a positive experience.
- Provide excellent leadership and management of the Directorate and to direct line reports.

2

It's about developing our new Strategy and Behaviours

- Work with OLT to lead the development of our new strategic plan.
- Lead and facilitate the development of the POD three year and one year Directorate implementation plans and budgets. Support the development of a plan and process for our volunteer and involved people work.
- Support the work of the Directorate.
- Role model and champion our ways of working. Build collaboration, inclusion and flexibility into every aspect of our offer to staff and volunteers.
- Work with OLT and the wider leadership team to review progress and address challenges faced with our new ways of working.
- Ensure our people policies are comprehensive, user friendly and reflect our Values and Behaviours, bringing equity and inclusion for our staff and volunteers.

3.

It's about leading and supporting the implementation of the Directorate's plans for 2022/23

- Support the POD Heads to implement the Directorate plans for the year.
- Provide support and leadership on key directorate projects, such as around values and behaviours, branches and groups review implementation, developing a new pay framework.
- Ensure that our anti-racism strategy and EDI strategy are front and centre of our work across the charity and underpin all that we do.

Criminal Record Check

Requirement

This role DOES NOT require a Criminal Record check.

Person specification

1	Chartered membership of CIPD or equivalent experience.	Application
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2	In-depth knowledge and experience in core areas of people development and engagement including staff, volunteers and people with lived experience.	Application/ Interview
3	Experience of developing and implementing Strategic and Operational Plans.	Application/ Interview
4	Experience of working as part of a senior leadership team, building, leading, managing and developing high performing teams and leading change management processes.	Application/ Interview
5	Excellent communication skills, with an attention to detail. Ability to analyse, interpret, develop, disseminate and present information, including business plans to a variety of audiences in a way that informs and influences their decision-making.	Application/ Interview
6	A flexible, pragmatic and creative approach, redefining problems in light of information gathered or changes in context and focused on finding solutions.	Interview
7	An effective manager of uncertainty and ambiguity and comfortable working at pace.	Interview
8	Experience of developing and implementing people related strategies at an organisation wide scale.	Application/ Interview
9	Strong influencing and negotiation skills.	Interview
10	Experience of working in the charity sector.	Application

Desirable requirements		Evaluation stage
1	An interest in improving the lives of people with arthritis, and the willingness to gain knowledge of arthritis and musculoskeletal conditions.	Application/ Interview
2	Experience of working as an interim, with the ability to quickly understand the organisation and delivery outcomes in a timely way.	Application/ Interview

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
 - We value **learning** to increase our impact for people affected by arthritis.
 - We value being **accountable** for our actions and have **high expectations** of each other.
 - We value **persevering** with challenges when we know **it's the right thing to do**.
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