**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Head of People and Culture |
| **Company:** | Gorta T/A Self Help Africa |
| **Location:** | Dublin, Ireland (hybrid working arrangements) |
| **Contract type:** | Permanent |
| **Hours** | 37.5 hours per week, Monday to Friday |
| **Reports to:** | Director of Business Services |
| **Organisation overview:** | **About Self Help Africa**  Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to end hunger and extreme poverty.  The organisation has programmes in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  Our wider organisation also includes United Purpose, social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, TruTrade, an innovative trading platform in East Africa, and CUMO, Malawi’s largest micro-finance provider.  Our three core values are: ▪ Impact: We are accountable, ambitious and committed to systemic change. ▪ Innovation: We are agile, creative and enterprising in an ever-changing world. ▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | Join us in this influential role where you will shape our organisation's culture and foster an exceptional work environment. Leading the People & Culture team and collaborating with leaders, you will align our practices with best-in-class industry standards to create a positive atmosphere that embraces respect, well-being, and excellence.    Your focus will be on enhancing staff engagement through comprehensive surveys and targeted action plans, positioning us as a preferred employer in our sector. With strategic workforce planning, you will ensure we have the right talent for impactful programs while managing budgetary considerations.    Promoting equality, diversity, and inclusion will be a core responsibility. You will set ambitious targets and integrate them into our Key Performance Indicators (KPIs), fostering an inclusive environment that values diverse perspectives.  Nurturing our employees' growth and development will be crucial. Through effective performance management processes, you will provide training opportunities and support professional advancement. Collaborating with colleagues, you will optimize recruitment efforts, attracting top-tier talent to our team.  If you are passionate about shaping culture, driving engagement, and championing diversity and inclusion, seize this opportunity to make a significant impact on our collective journey toward a brighter future. Join us and contribute to a workplace where everyone thrives and excels.  The Head of People & Culture will have the following direct reports:     1. Business Partner (Ireland & UK) 2. Business Partner (International) 3. HR and Office Coordinator |
| **Key Responsibilities:** | Working with leaders across the organisation ensure that **policies, processes and practices** meet sector standards and are in-line with organisational values and foster a culture of dignity, respect and workplace wellbeing.  Lead the organisation’s **staff engagement** processes including periodic surveys and associated action plans with the aim to making Self Help Africa an employer of choice in our sector.  Oversee that **workforce planning** is carried out in a systematic way across the organisation and is captured in programme design and annual budgeting cycles thereby ensuring there are sufficient human resources to deliver strategic impact.  Lead the organisation’s **equality, diversity, and inclusion** action plan, including the setting of targets and integrating these into organisational KPIs.  Ensure the organisation effectively **performance management** processes that delivers required training, cultivates potential and allows for professional growth and development.  Working with colleagues, position Self Help Africa to ensure **recruitment** efforts are as effective as possible and we are attracting the best talent possible.  Through effective **leadership and line management**, further develop a culture of excellence in the People, Culture team whereby there is a shared vision of working towards strategic objectives measures by KPIs, reflective and adaptive practices.  **Mentor** and support leaders and people managers across the organisation to organise and deliver their priorities effectively through their teams – providing inspiration to advance leadership development processes.  Contribute to effective **governance** and statutory reporting. Act as the focal point at executive level for the board’s People and Culture sub-committee.  Engage effectively in cross-organisational management to drive **effective operations** and contribute to **strategic projects** and carry out other tasks as identified by line management.  Maintain and develop **information systems** and explore new technologies where appropriate – introducing and overseeing the preparation and analysis of appropriate metrics and providing feedback that supports decision-making. |
| **Key Relationships:** | **Internal**   * CEO & Senior Leadership Team * Global Leaders Team * People & Culture subcommittee * Regional Directors and Country Directors * Global Safeguarding Lead * Staff Representatives     **External**   * Various external professional service providers and networks |
| **Knowledge, Experience and Other Requirements** | You are an experienced senior professional who has supported the management of large teams/organisations through leading the strategic human resources/people and culture function.   * Up-to-date understanding of HR and organisational development practices, including but not limited to, change management, resourcing, compensation and benefits, policy development * Understanding of employment legislation and regulations and ideally experience of overseas employment laws * Ideally a postgraduate degree holder in human resources or business studies or a similar discipline, or equivalent experience. * High level of initiative, motivation, commitment and professionalism * Excellent verbal, analytical, organisational and written skills * Solid leader with proven people management skills. * Strong communication skills * Leading teams through transformation * Empathy with the work of a humanitarian organisation. |

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.  Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer.**