**JOB DESCRIPTION**

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| **Job Title:** | People & Culture Business Partner  |
| **Company:** | Gorta T/A Self Help Africa (SHA) |
| **Department:** | People and Culture |
| **Location:** | Ireland or UK |
| **Contract type:** | Permanent  |
| **Hours:** | Full time, 37.5 hours per week, Monday to Friday |
| **Working Model:**  | Hybrid working model with a minimum of two days per week in the office |
| **Reports to:** | Head of People and Culture |
| **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. In 2021, Self Help Africa merged with United Purpose, doubling our size. The organisation works in 15 programme countries in Africa, Asia and Latin America and its 2023 budget is in excess of €50m.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 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:** | The People and Culture Business Partner will be part of the People and Culture Team and will support the organisation in delivering the people and culture strategy. You will be responsible for providing appropriate advice and support to line managers on all People and Culture related matters including recruitment, onboarding, learning and development, polices, employee engagement, employee relations, compensation and benefits and employee wellbeing. Through an employee centric approach, the People and Culture Business Partner will foster a collaborative culture, support line managers and employees, promote diversity, equality, and inclusion, and anticipate organisational needs. The People & Culture Business Partner will line manage the HR Coordinator. |
| **Key Responsibilities:**  | Manage the complete **recruitment** cycle process for your units of responsibility ensuring that the recruitment efforts are as effective as possible to attract the best talent. Manage the induction and onboarding process for new joiners to ensure new employees have a positive onboarding experience that aligns with the organisation culture and values. 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.Support the Head of People and Culture to foster the organisation’s **staff engagement** processes including periodic surveys, wellbeing initiatives, staff representative fora and associated action plans with the aim to making Self Help Africa an employer of choice in our sector.Manage **employee relations** matters adeptly ensuring consistent employment advice that is in line with the organisational policies terms and conditions of employment and current legislation in the relevant jurisdiction and takes an employee centric approach.Support the organisation’s **performance management** processes and ensure that it delivers required training, cultivates potential and allows for professional growth and development. Devise **training and development** initiatives to support employees professional development and increase employee engagement. Support the Head of People and Culture to collate **data and metrics** for quarterly reporting by ensuring the information systems and personnel files are accurately maintained. Support the organisation’s **equality, diversity, and inclusion** action plan. Engage effectively to drive **effective operations** and contribute to **strategic projects** and carry out other tasks as identified by line management.Engage effectively to drive **effective operations** and contribute to **strategic projects** and carry out other tasks as identified by line management.**Mentor** and support the HR Coordinator to develop their skills and deliver their priorities effectively.  |
| **Key Relationships:** | **Internal*** Head of People and Culture
* People and Culture Team
* CEO and Senior Leaders Team
* Staff Representative forum
* Colleagues across the organisation

**External:*** Various external professional service providers and networks.
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| **Knowledge, Experience and Other Requirements** | **Skills you will bring:** * Degree qualification in Human Resource Management or equivalent and CIPD certification.
* Minimum 5 years of relevant experience with a minimum 2 year’s experience at business partner level.
* 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.
* Experience of delivering training, training programme design and implementation.
* Excellent verbal, analytical, organisational, and written skills
* Strong communication skills
* Empathy with the work of a humanitarian organisation.
* Ability to work in French and/or Portuguese would be an advantage but not essential.
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*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.**