

# People & Culture Advisor

Role Description and Recruitment Pack



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# Role overview

<b>Title:</b>	People & Culture Advisor
<b>Reports to:</b>	Head of People, Culture & Place
<b>Responsible for:</b>	People, Culture & Place Administrator
<b>Hours:</b>	35 hours per week
<b>Contract:</b>	Permanent
<b>Location:</b>	1 Lamb's Passage, London, EC1Y 8AB Two days per week in the office, or as the organisation requires. with flexibility to work remotely for the rest of the week.
<b>Salary:</b>	£38k plus generous benefits
<b>Closing Date:</b>	9am, Friday 6 <sup>th</sup> June 2025

## Why this position is important to us

We have a big vision, a bold new strategy, and a growing team who are building something very special at Stewardship. In the last year we have restructured our organisation to better align with our purpose and strategy, established new executive and leadership teams and have just surpassed 100 employees for the first time. With a new Head of People, Culture & Place recently appointed this is an exciting opportunity to join a team with a new strategy and vision to deliver exceptional employee experience at all moments of the employee lifecycle.

We are blessed to work every day alongside passionate, dedicated and diligent colleagues who combine their faith, skills and experience in their work. We are eager to appoint our People & Culture Advisor to help deliver our vision to create a thriving, motivated, and skilled team, equipped and committed to serving Christians to steward their resources to further God's kingdom.

## The impact you will have in this role

The People & Culture Advisor will play a crucial role in providing comprehensive HR advice and guidance to all employees, taking a business partnering approach to provide proactive and collaborative support to managers. Delivering excellence across all areas of the employee lifecycle from recruitment to alumni, ensuring compliance with employment law, using data and insights to create innovative solutions, and consistently modelling our culture to serve and support others.

# Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

## Our vision and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

# Job detail

## Overview

The People & Culture Advisor role will work closely to support the Head of PC&P to deliver the PC&P strategy. You will provide efficient and effective management of HR services and ensure Stewardship's values and culture are woven into all areas of our people activities.

This role goes beyond traditional HR; it seeks to integrate exceptional people management and ensure that every employee is equipped to flourish in their calling. Responsible for the PC&P Administrator, you will provide excellent leadership and line management to deliver an outstanding experience for all employees.

## Main responsibilities

### Employee experience

Ensuring a great customer experience at every point in the employee lifecycle. Reflecting on current practice to improve our processes to deliver a frictionless experience for our employees. Including:

- Managing recruitment, selection and onboarding processes. Identifying, attracting and onboarding talented individuals, and finding innovative ways to attract skilled candidates.
- Supporting colleagues diligently through employee relations issues, including capability and performance reviews, redundancy, sickness absence, and flexible working requests.
- Providing valuable support and advice to colleagues through maternity, paternity and adoption leave. Ensuring compliance with all legislation and Stewardship policies, to create an environment for parents and carers to thrive.
- Working closely with the Learning & Engagement Co-ordinator to develop strong feedback mechanisms at all points in the employee journey, using insights to inform future practice.
- Ensuring performance reviews are conducted across the organisation, providing information and support to employees, and incorporating culture and behaviours into reviews.
- Maintaining and improving our reward and benefits package. This includes our salary sacrifice schemes and supporting the Head of PC&P to conduct the annual salary review, role grading and data benchmarking process.

### Line manager support:

- Develop strong relationships with line managers to create a culture of trust and credibility.
- Proactively support managers in the effective staffing of their teams to ensure great practice in recruitment, performance and ongoing people management.
- Provide expert HR advice, guidance and support to managers ensuring effective people management and resolution of employee relations issues.
- Coaching, advising and challenging managers to ensure a consistent approach to Stewardship's values, culture and processes and aligning with best fit and employment law.

## HR systems, data & insights

- Use, maintain and develop the HR Information System to underpin HR activities. Ensuring all data is correct, systems are in place to administer employee records, and improvements made to create a better experience for all users.
- Use available technology to bring efficiencies to HR processes, including use of the intranet to support communication, feedback and allowing employees better access to people activities.
- Monitor the effectiveness of people processes by measuring KPIs and maintaining a HR dashboard/scorecard. Drawing insights from data to help improve processes, highlighting areas of concern or future impact.
- Create all data and changes to provide the monthly payroll instruction, liaising as necessary with the Financial Controller.

## Leadership:

- As line manager for the PC&P Administrator, you'll be responsible for overseeing their role, setting direction and priorities, encouraging their development and skills, and coaching them to grow in their role.
- Ensure HR policies are kept under regular review, and the staff handbook and intranet are updated regularly in line with legislation, best practice and Stewardship culture.
- Leading by example demonstrating our values and living out our target culture, taking a business partner, proactive approach to working across the organisation.

*This is not an exhaustive list, and you may be expected to undertake other reasonable activities that are commensurate with the role and grade.*

## It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.
- You are values-driven and servant-hearted. Ensuring that the 'way we do things' is as important as 'what we do', modelling our values and creating an environment where everyone belongs, is empowered, valued and listen to.
- You will be passionate about creating a workplace and culture that bring our values to life. You will be dedicated to serving our customers, from applicant, employees, managers to alumni. You will embody our target culture, desiring to put the Christ at the centre of all your interactions.
- You will be passionate about people. How they can thrive in their work. The importance of belonging, the value of different voices, and the different support that individuals and teams will need to grow.
- You will be an expert in all things HR, People & Culture. You'll have a strong working knowledge of UK employment law, and up-to-date knowledge of trends in HR and people management. You will be flexible and innovative in your approach, working in partnership with other teams to deliver solutions or activities that fit best in the Stewardship context.
- You will love a challenge and a problem to solve! Always seeking to identify improved ways of working, and happy to constructively challenge to improve our activities or our culture.
- You'll be confident with using data and metrics to draw insights into our current activities and understand the importance of involving different stakeholders.

# Desired skills and experience

Skills and experience	Essential	Desirable
Meet our Occupational Requirement to be a practicing Christian as an active member of a local church and able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
An Associate Member of the CIPD. <u>Completed</u> at least Level 3, preferably Level 5, or equivalent. Committed to ongoing personal development	✓	
Experience in all aspects of employee relations, able to resolve complex issues confidently, engaging all stakeholders and mediate to find solutions.	✓	
Exceptional people skills. Able to develop good relationships with all employees, managing conflicts, encouraging collaboration, building trust and maintaining confidentiality.	✓	
Up to date knowledge and experience of applying UK employment legislation, best practice and emerging trends in people management.	✓	
Commitment to and experience of embedding Equity, Diversity and Inclusion across organisations.	✓	
Excellent communication skills, both oral and written, and be able to communicate clearly and effectively. You are an active listener able to build trust. You're able to explain things clearly, remain calm under pressure and are able to connect and collaborate with people of all ages, experience, and background.	✓	
Experience of using HR Information Systems, reporting and implementing digital solutions. Experience of using HR metrics and HR dashboards	✓	
Creative, flexible and innovative, able to find solutions within an ever-changing environment and competing priorities.	✓	
Experience of managing individuals, creating inspiring objectives within a coaching setting, managing performance and development.		✓
Experience of working in HR within the charitable sector		✓



# Working for us

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**Q. What are the usual working hours?**

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

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**Q. How much Annual Leave do you offer?**

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

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**Q. What are the pension arrangements?**

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).  
A salary sacrifice scheme for personal contributions is also available.

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**Q. Is it possible to work from home?**

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each week, or as required by the organisation.

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**Q. What staff benefits do you offer?**

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
  - Contribution to your charitable giving account
  - Long service awards
  - Participation in the Cycle to Work Scheme
  - Death in Service benefit (Day 1 benefit)
  - Option to join a Health Cash Plan
  - Interest-free season ticket loan
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# How to apply



## Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



## How to apply for this position

You can apply online for this role at [www.stewardship.org.uk/about-us/careers](http://www.stewardship.org.uk/about-us/careers)

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



## Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture and Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)