



## Applicant Pack | People and Culture Manager

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**Salary:** £40,000 per annum

**Contract type:** Permanent

**Location:** Hybrid/London (minimum 2 days per week in the London office)

**Work pattern:** We are open to a range of working patterns for this role, including part-time working (with salary pro rata). When applying, please specify your preferred working pattern in the cover letter

**Reporting to:** Chief Operating Officer (Rob Luke)

To submit your application, please submit an anonymised CV and a covering letter (remove identifying details such as name, address, photos) to [careers@mission44.org](mailto:careers@mission44.org) by **midnight on 15 February**. Please ensure to add your name and contact details at the end of the email. Your covering letter should outline:

- Your motivations for applying to Mission 44
- Experience (professional, voluntary or lived) that makes you a great fit for this role in line with our values and the criteria outlined in this job description.
- How this role fits into your career plans

### CEO Introduction

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Thank you for your interest in joining Mission 44. We're building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Mission 44 exists to make a difference: our purpose is to have a lasting positive impact on young people facing social injustice, who have for decades been the least supported and least socially mobile cohort. Over the past four years, COVID lockdowns, economic volatility and the lasting disruption to their education has significantly exacerbated this already inequitable situation, and we don't underestimate the size of the hill we have to climb. But we're here to walk alongside young people, working with and for them to make a step-change in their lives.

We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 aims to be a profoundly effective, impact-led place to do great work: we're building an organisation that's diverse, dynamic and collaborative. We're determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change. If this sounds like the right fit, we'd love to hear from you.



**Jason Arthur, Chief Executive**

## About Mission 44

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Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to build a fairer future in which every young person has the power to succeed. The charity supports bold organisations, leaders and ideas to reimagine the future and transform the lives of young people from underserved communities.

Through grantmaking, research and advocacy, Mission 44 is focused on building a more inclusive education system, supporting progression into STEM careers and empowering young people to be changemakers. You can find out more information in [this presentation](#).

Given the global reach of Sir Lewis, and the common challenges faced by young people from underserved communities around the world, Mission 44 aims to evolve into an international organisation over the next two years.

## About the Role

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We're looking for our first People and Culture Manager to play a central role in building an outstanding workplace culture for our talented, diverse and growing team. It's a tough time for young people both in the UK and around the world, and we want to ensure we recruit, retain and promote highly skilled and motivated people to deliver on every part of our vital work, including as we expand internationally. To support us on this journey, the successful candidate will lead on the design and implementation of relevant people policies and strategic initiatives covering the full employee lifecycle.

We want Mission 44 to be one of the best foundations to work for in the UK. To help make this happen, we are looking for someone in this role with robust HR expertise, a passion for people and bold ideas for implementing an excellent people strategy and enabling a high-performing, happy and highly skilled team.

## Working at Mission 44

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### Our team

The Mission 44 team has grown fast over recent months and currently has 21 employees. The team is organised into three directorates: Impact, focused on grantmaking and research, External Relations, focused on communications and fundraising, and Operations, supporting the organisation to function effectively and achieve our goals.

## Diversity at Mission 44

We offer a working environment that values and respects every individual's unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

## Our values

Everything we do at Mission 44 is guided by our five core values.

- We are **brave**: with an ambitious sense of possibility, we focus on where we can drive systemic change.
- We are **collaborative**: we build partnerships and coalitions to solve problems and make change happen.
- We are **curious**: we are evidence-led and continuously learning how best to grow our impact.
- We are **inclusive**: we put equity at the heart of everything and amplify the voices of the underrepresented.
- We act with **integrity**: we are honest and transparent, and build trust-based relationships.

## Benefits at Mission 44

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### YOUR TIME OFF



#### HOLIDAYS

Enjoy 28 days annual leave, plus a day for your birthday



#### SUMMER FRIDAYS

We finish every Friday at noon in August



#### VOLUNTEER DAYS

Unlimited volunteering leave, as agreed with your manager

### YOUR WELLBEING



#### STAY ACTIVE

Use our cycle-to-work scheme and free gym access



#### STAY HEALTHY

Optional health insurance and access to an EAP



#### STAY WELL

Wellbeing allowance to spend in whatever way works for you

### YOUR FUTURE



#### PENSION

Save for retirement with our generous pension package



#### DEVELOPMENT

Professional development budget of £1k



#### FAMILY LEAVE

Competitive parental leave package



## Responsibilities

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- With the support of the COO, wider SLT and People Committee, play a key role in achieving our objective of becoming one of the best charitable foundation employers.
- Develop and deliver a forward-thinking People Strategy.
- With the support of the Team Coordinator, lead on all people-related activities throughout the full employee life cycle including recruitment and onboarding, performance management, learning and development, leavers, and related policies and systems.
- Lead on the development, updating and day-to-day implementation of progressive HR policies and processes.
- Implement and oversee an ambitious Learning & Development programme.
- Work closely with the DEI working group to deliver our DEI action plan and embed core DEI principles throughout our people activity.
- Support managers to nurture an inclusive culture and workplace that gets the best out of our people.
- Support the international expansion of Mission 44 by researching, designing and implementing our plan to employ staff in multiple countries of operation (starting with the US and Brazil).
- Build and nurture a strong programme of employee engagement, including to support an inclusive, aspirational and supportive workplace culture.
- Ensure we have in place robust and competitive pay and reward frameworks, supporting high performance and career progression.
- Manage and improve our wider benefits package and initiatives supporting colleague wellbeing.
- Coordinate regular surveys to provide insights on colleagues' perceptions and needs.
- Support our internal communications and the planning and delivery of team away days, working closely with our Ops Manager/Executive Assistant and Team Coordinator.
- Work with the Head of Finance & Operations and Team Coordinator to ensure the accurate processing of payroll.

## About You

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### Skills and experience

#### *Essential*

- Successful delivery record in a similar HR role
- Proven experience working on and successfully delivering against strategic people plans
- Sound knowledge of employment legislation and a practical, can-do approach to people management in a fast-paced workplace

- Experience of working across the full colleague lifecycle, including recruitment, onboarding, learning & development, performance management, and pay & reward
- Experience in colleague engagement and building a strong workplace culture
- Track record in developing and implementing effective people policies and processes
- Excellent management skills with ability to develop and support high performance
- Experience of administering contracts (employment, secondments and supplier)
- A demonstrable commitment to diversity, equity and inclusion

#### *Desirable*

- CIPD level 5 qualified (or equivalent experience)
- Strong experience in developing and overseeing learning & development programmes
- Experience of working in a startup environment
- Experience of working in a international organisation

### **Personal Qualities**

This is an exciting opportunity in a relatively new, expanding organisation. As such, many of the systems and processes that are present in an established organisation are either relatively early stage or are being developed. To be successful in this role, you will be:

- Flexible and proactive; you thrive in a dynamic organisation and are able to seize new opportunities,
- Self-starting; you are comfortable managing a busy workload within a startup environment
- Highly collaborative; your work in a cooperative and supportive way, understanding the needs of various teams and stakeholders
- Values-driven: you act with integrity and are committed to embedding the values of equity, diversity and inclusion in everything that you do
- Self-reflective and committed to learning; you welcome feedback and are continually seeking to develop your knowledge and skills
- Structured and results-orientated with ability to deliver under pressure
- A strong communicator with excellent interpersonal skills
- Passionate about supporting young people from underserved communities to succeed.