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## Role: Head of People and Culture

**Location:** Shoreditch High Street, E1 - hybrid working from home and the office

**Start date:** Immediately

**The skills we're looking for:** Leading our end-to-end talent development from the way we are viewed in the outside world, through to joining the team, through to retention and career progression.

**Reporting into:** Chief Executive Officer

**Salary:** £60-65K pro rated for 4 days a week (to be agreed)

**Apply:** Send CV and cover letter to [recruitment@givenagency.com](mailto:recruitment@givenagency.com). Tell us why Given, why this role and why you. Please put the job title in the subject line.

**Application closes:** 10th December

### The role

Given is a fast paced, growing agency and we are proud to say that our people are our greatest and most valuable asset. We are introducing a brand new role of Head of People and Culture to ensure that our current talent feels motivated by working for Given and our prospective talent are knocking on our door wanting to join us. This is an opportunity to define and deliver leading edge people and culture solutions, being bold beyond standard industry practices. We are looking for someone who brings excellent communication skills, has empathy, integrity, curiosity, patience and drive. We want you to bring your passion for learning, collaboration, diversity, culture, zest for new ideas, and creativity for the development of employees.

This is a role where you get to work on all of the things you wish you had time to work on in previous roles. The stuff that brings joy and sparks ideas; where you get to focus on what drives people to our business and what drives the people already in our business. It's a role that leads our end-to-end talent development from the way we are viewed in the outside world, through to joining the team, through to retention and career progression.

We understand that our culture and employee experience are not down to one person, it is a collaborative effort with shared accountability throughout the entire agency. However, we know there needs to be a driver of these things, someone who lives and breathes this, and that is what this role is all about. This is not an HR role, this is a people role that relies on building strong relationships and getting the most out of everyone you work with.

**In this role, you will make an impact with the following responsibilities:**

#### Leadership and Employee Development

- Take on a coaching role to support and improve leaders' and managers' abilities to build high-performing teams and drive organisational performance.
- Drive forward, and find ways to improve, our existing internal learning and development programme to motivate and unleash the full potential of our employees.
- Work with team leads to ensure a consistent and valued performance and development experience - from clear career progression to objective setting.
- As a member of the Senior Leadership Team you will contribute to the growth and success of the business.

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### **Talent Strategy**

- Develop and oversee our networks (Forums, Recruiters, the 'Fan Club') to ensure we have a steady and constant stream of potential talent.
- Work with the Senior Leadership Team to offer guidance and clarity on the role they each must play in maintaining a talent pool.
- Transform the employee experience during their first 90 days to ensure employees have a strong foundation for success throughout their tenure.
- Work with team leads to develop and implement a work experience and graduate programme to help introduce new talent whilst supporting our community.

### **Diverse and Inclusive culture**

- Oversee our ambition to create a place where everyone belongs and can bring their whole, authentic selves to work.
- Help drive forward our B Corp initiatives so we continue to improve our B Corp status and achieve a 'best for Workers' status.
- Implement regular pulse checks to assess how we are doing and what can be improved in terms of our employee experience.

### **About you**

- At least ten years experience the following:
  - Leading and implementing learning strategies
  - Coaching or people development
  - Relationship or partnership management
  - People and culture management
  - Diversity, equity and inclusion strategy building and delivering best practice
- Experience working in a fast-paced, high-growth organisation. Working in a startup or SME would be preferable but not essential.
- A true collaborator looking to partner across all aspects of the business to ensure our workplace reflects different teams' needs.
- Confident in joining networks and building relationships outside of the business.
- Effectively manages change and can shift gears comfortably; highly effective in ambiguous environments and produce maximum results working independently.
- Ability to be an effective internal consultant, relationship builder, problem solver and team player.
- Exceptional organisational, analytical, verbal and written communication, interpersonal, problem-solving, and project management skills.

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## About us

We're Given – the agency for purpose-driven brands. Founded in 2009 to help brands and business become a force for good, we've shaped sustainability strategies, dreamt up integrated creative campaigns and built impactful brands – all with a laser focus on creating positive change in the world. Our work has helped national and international brands like IKEA, John Lewis & Partners, Nationwide, Shelter, Aviva, Trainline, Calvin Klein, Yorkshire Water, Napapijri, Tommy Hilfiger, and many others, define and execute on their brand purpose. We fundamentally believe it takes both insightful strategy and imaginative creativity to change things for good, so we have both under the same East London roof.

We are growing approximately 40% year on year with a constant flow of incredibly talented, ambitious and smart people. We instill a culture based on trust, mutuality and belonging, and we strive to deliver a high performing, high support environment where everyone can thrive. We move fast, because the demand for our work pushes us to, and we aren't afraid to fail fast and keep going. We empower our employees to make decisions with no red tape and no fear of reprisal, as long as they take ownership and develop along the way.

## Recruitment process

Our first step will be a 30 minute phone call to understand a bit more about you and why you've applied. Next, we'll invite candidates to a first round interview to get into more detail about your experience and expectations of the role. The final stage will involve answering a short brief, that should only take a few hours of your time to prep, and present back to us. If you are comfortable doing so, we'd prefer at least one stage of the interview process to be face to face in our Shoreditch office.

## Benefits for our people

- Hybrid working, with only one fixed day in the office a week
- We offer 26 days paid holiday per calendar year pro rata, plus public holidays. We also close the office between Christmas and New Year, which is in addition to your paid holiday allowance
- Above industry standard company bonus scheme
- Pension scheme with Aviva
- Health plan with SimplyHealth
- £100 working from home allowance to help your home office set up
- A tenure bonus reward after 3 and 6 years of employment
- Work from anywhere for 1 month of the year, after your first year of employment
- Access to our Given Campus for training and development needs
- Interest free season ticket loan and Bike to Work scheme

**Application closes:** 10th December

**Given strives to be an equal opportunities employer and everyone's commitment to this process will be expected.**