HR & OPERATIONS MANAGER
(MATERNITY COVER)
CANDIDATE PACK
In 1967 David Sainsbury wrote out a cheque for five pounds to establish the Gatsby Charitable Foundation. The Foundation is one of a number of independent grant-making trusts established by different members of the Sainsbury family, which comprise the Sainsbury Family Charitable Trusts (SFCT). Lord Sainsbury has since given Gatsby more than £1 billion to distribute to charitable causes in fields he is passionate about, including neuroscience, plant science and public policy. More information can be found at www.gatsby.org.uk.

Gatsby Africa (Gatsby) is the charitable company set-up to implement the Foundation’s programmes in Africa. Our focus is on delivering stronger economies that can provide jobs, enhance people’s livelihoods and change lives. We have a long history of engaging in East Africa across government, business and society, and our footprint spans 11 different sectors. Our 120+ staff work from offices in Dar es Salaam, Mwanza, Iringa, Nairobi and London.
GATSBY AFRICA

Our mission is to accelerate inclusive and resilient economic growth in East Africa by demonstrating how key sectors can be transformed.

Whilst economies in East Africa have enjoyed high growth for more than a decade, the benefits of that growth have not been shared widely. With millions of young people joining the labour market each year and climate change adding further pressures, East Africa urgently needs economic transformation – growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways out of poverty.

We aim to support this by demonstrating how high-potential sectors - such as commercial forestry in Tanzania - can be transformed to benefit more people for the long-term.

We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors. We build and support local organisations dedicated to sector transformation. We also share what we are learning with others - such as governments and donors - who share our goals.

OUR PROGRAMMES INCLUDE:

- **Tanzanian Cotton & Textiles**: Rapidly creating tens of thousands of decent textiles jobs while ensuring more than 500,000 cotton farmers can access the quality inputs and training they need to improve agronomy, increase yields and raise quality.

- **Tanzanian Forestry**: Building a vibrant commercial forestry sector that underpins downstream wood and energy industries and delivers widespread economic, social, and environmental benefits to Tanzanian citizens.

- **Kenyan Forestry**: Introducing innovative technologies and models to transform Kenya’s commercial forestry sector, protect the environment and benefit millions of Kenyan citizens.

- **Tanzanian Tea**: Triggering domestic and foreign investment by building partnerships and demonstrating innovative models that boost the profits of farmers and factories and see benefits shared more equitably.

- **Rwandan Tea**: Trialling new ownership structures and methods of supporting farmers to allow the sector to fulfil its world-class potential, while ensuring smallholders benefit from its growth.

We have also developed and continue to support two independent organisations dedicated to sector transformation in the region: Kenya Markets Trust (which runs programmes in three key Kenyan sectors), and the regional industry development organisation Msingi, which works in aquaculture and textiles & apparel.
THE ROLE

The HR & Operations Manager is responsible for providing support and guidance to our UK team (of around 20 staff) across all areas of the employee life cycle and on other operational matters as needed, including oversight of travel and administration.

The HR & Operations Manager also works closely with the Head of HR and Operations Director to support the implementation of cross portfolio initiatives and systems across all of Gatsby’s operating locations, to support a high performing HR and operations function.

The role will work alongside other HR and operations colleagues across Gatsby and the wider Sainsbury’s Family Charitable Trusts (SFCT), so will need to establish trusted relationships with colleagues, demonstrate high levels of integrity and professionalism, and be able to work at pace to a high quality to respond to a variety of HR and operational matters.

For a team player this should be an exciting and rewarding position within a friendly, high-performance environment, with the opportunity to collaborate widely and make a real impact on the organisation.
JOB DESCRIPTION

Job Title: HR & Operations Manager – 12-15 month Maternity Cover Contract

Department: Operations

Reports to: Head of HR (Line Manager) with functional reporting to the Operations Director on broader operational areas

Direct Reports: Senior Administrator

Location: London, UK, with occasional travel to East Africa if travel restrictions are lifted

Grade: 4 UK Manager level role

Indicative Starting Salary: £45,933

KEY ROLE RESPONSIBILITIES

1. PROVIDE PROFESSIONAL ADVICE AND GUIDANCE TO THE UK TEAM ON ALL ESSENTIAL HR FUNCTIONS

• Provide HR support and guidance to the UK team in areas including HR policy compliance, benefits administration, payroll inputs, and learning and development.

• Lead on all UK based recruitment from job description development through to appointment and induction.

• Lead on HR advice to UK team including maternity, paternity and occupational health, and partner with line managers to support on grievances and absence issues.

• Coordinate the development and implementation of wellbeing initiatives for the UK team, in collaboration with SFCT and other Gatsby teams where appropriate.

2. SUPPORT THE DESIGN, IMPLEMENTATION AND EVALUATION OF GATSBY WIDE HR INITIATIVES AND SYSTEMS TO DELIVER A HIGH PERFORMING HR FUNCTION

• Support the Head of HR to review the effectiveness of existing HR systems, frameworks and policies, recommending changes to improve alignment with business needs.

• Take responsibility for specific central HR projects across East Africa and the UK as delegated, researching and recommending solutions, and then leading on the roll-out and training of staff in those systems.

• Carry out analysis and research and prepare reports on key HR information to inform senior management and enable decision making.

• Lead on coordination and collaboration with SFCT HR team on HR initiatives which impact on Gatsby, including HR system development, HR policies and wellbeing initiatives.

3. PROVIDE OPERATIONAL SUPPORT TO ENABLE EFFECTIVE MANAGEMENT OF THE DAY TO DAY OPERATIONS IN THE UK TEAM

• Support the Operations Director in the development of Gatsby policies and procedures and ensure the UK team are sufficiently briefed on these.

• Coordinate processes to update Gatsby-wide policies in light of UK compliance requirements and alignment with SFCT.

• Oversee travel management and administrative support for the UK team, providing cover when needed.

• Line management of the Senior Administrator; providing mentoring and coaching to support their professional development.

• Act as UK Lead Safeguarding Officer; responsible for adherence to Gatsby’s safeguarding policy and raising awareness amongst colleagues on safeguarding matters, ensuring any causes for concern are promptly followed up.

• Provide family liaison support to help manage any serious incidents or crises both in the UK and internationally.

• Assist in preparing operational performance monitoring reports to the Operations Director and Senior Management Team.

• Assist with additional operational support requirements and projects as delegated by the Operations Director.
PERSON SPECIFICATION

KEY COMPETENCIES

• Strong project planning and implementing skills, able to deliver high quality work in a fast pace and dynamic environment.
• Communicates confidently in a clear, concise and structured manner, both verbally and in written communications.
• Good facilitation skills, able to manage diverse views to bring consensus around a specific issue.
• Able to identify and draw on internal or external technical support when needed.
• Sensitive to cultural differences and to others’ views, adapting behaviour to building trusted relationships.

PERSONAL ATTRIBUTES

• Commitment to high standard of professional performance and integrity with strong sense of responsibility.
• Team player, with an ability to work well within a team and to develop strong, trusted and effective working relationships, both internally and externally.
• Highly organised and thorough approach with strong attention to detail.

KNOWLEDGE, EXPERIENCE & QUALIFICATIONS

• Bachelor’s degree or equivalent relevant experience.
• Associate CIPD qualification, or working towards CIPD membership.
• Previous experience in an HR generalist role including advising and supporting managers and supporting end-to-end employee lifecycle management.
• Previous experience supporting employee relations cases such as disciplinary, capability, grievances, and sickness absence and return to work, including attending meetings, documentation, giving appropriate advice and support.
• Up to date knowledge of relevant UK employment law and HR best practice.

DESIRABLE

• Experience in wider operational matters, including travel and security management.
• Experience working in an East African context.
OUR VALUES

We have developed a set of values that will be used to assess a candidate’s fit with the organisation and provide the basis for the culture that we aspire to use in our operations. Our staff are:

- **Ambitious** - We are motivated by our impact and by fulfilling our potential
- **Collaborative** - We are stronger together and achieve most when we empower others to succeed
- **Thoughtful** - We thrive on new ideas, innovation and evidence
- **Dynamic** - We rapidly adapt to new challenges, opportunities and learning
- **Honest** - We are honest with ourselves and others, and this helps us to learn and improve
- **Caring** - We put people first and we look out for each other
HOW TO APPLY

If you are interested in this role, please click here to apply.

You will need to complete a short form via our job page and submit;
• an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages) and;
• a supporting statement.

Your supporting statement should be no more than 2 pages long – bullet points are encouraged. It should explain why you are interested in this role and Gatsby Africa, and how your skills and experience make you a good fit – referring to the Person Specification in this pack.

TIMELINE

Closing date for applications: 6th September 2021 at 17:00 GMT
First round Interviews: w/c 20th September 2021
Final interviews: w/c 27th September 2021
Indicative start date: Ideally in late October/early November 2021

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. Shortlisted candidates will be required to undertake a written assessment as part of the interview process.

Further details will be provided to shortlisted candidates when invited to interview, but we hope to hold interviews at our offices in Victoria, assuming the current level of relaxed restrictions remains in place in relation to the Covid-19 pandemic. If we are not able to hold interviews in person, these will take place virtually via Zoom or MS Teams.

Candidates must have the existing right to work in the UK.
DIVERSITY, EQUALITY AND INCLUSION

Diversity, equality and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

SAFEGUARDING

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

COVID-19

Our UK office is open following the latest relaxation of restrictions in July 2021. It is anticipated that this role will be office based with the potential for flexible working arrangements in line with our flexible working policy.

QUERIES

If you have any queries on any aspect of the process or need additional information please contact Laura McDonald at recruitment@gatsbyafrica.org.uk.