



## People & Culture Manager (UK)

**Location:** UK – minimum 1 day per week in our Epsom office (preferably 2); above that, hybrid/flexible will be considered.

**Hours:** 12–15 hours per week

**Salary:** £40,000–£50,000 (FTE), pro rata based on experience

**Benefits:** Profit-sharing bonuses, a generous pension scheme, group life insurance and SimplyHealth plan benefits

### THE ROLE

We are looking for an experienced People & Culture Manager to lead our UK HR function on a part-time basis. This is a hands-on, visible role – the right person will be a recognisable, trusted presence in our Epsom office, providing managers and employees with accessible, practical people support.

Working closely with our US-based VP of People & Culture and the UK Co-CEOs, you will help shape our culture, drive engagement and support our people's growth.

### KEY DUTIES AND RESPONSIBILITIES

#### People & Culture

- Be a visible, approachable presence in the office – the go-to person for people matters
- Champion a positive, high-performance culture aligned with our values, balancing care for people with business needs
- Partner with managers on performance, coaching and employee support
- Design and deliver initiatives to promote engagement, wellbeing and belonging
- Provide a UK perspective by advising the VP of People & Culture on regional context, workplace norms and communication styles, ensuring UK considerations are reflected in people practices and decisions
- Work with managers to identify learning needs and provide tailored development solutions

#### HR Operations & Compliance

- Oversee UK employment law compliance, HR policies and employee relations
- Manage the full employee life cycle for UK staff, including administration of employee benefits
- Support leaders on recruitment, ensuring candidates fit our capability, culture and values
- Collaborate with the VP of People & Culture on consistent global HR practices and joint initiatives.



## **QUALIFYING KNOWLEDGE, ATTRIBUTES AND EXPERIENCE**

- Proven HR Manager or People & Culture experience, ideally with a background that combines corporate and SME environments
- Strong knowledge of UK employment law and HR best practice
- Previous experience of payroll is welcomed but not essential
- Warm, intuitive and emotionally intelligent – you read people well, build genuine connections quickly, and bring real energy to the room. This is a front-line people role; you're at your best when you're visible, approachable and fully invested in the people around you
- Proactive and solutions-focused, with the ability to deliver meaningful impact within limited hours
- You evidence understanding of our mission and values and are either able to agree or sympathise with our statement of faith

## **WORKING PATTERN**

This role requires a minimum of one core day per week in our Epsom office – being a visible, consistent presence for the team is central to its value. The remaining hours can be worked flexibly. We are happy to discuss the exact pattern with the right candidate and are open to arrangements that fit around other personal or professional commitments.

