

“Working in partnership to influence and transform health and social care”



Director of Culture

£50,000 FTE | 21 to 35 hours per week

www.thevcsalliance.org.uk

Job Description

Post: Director of Culture

Responsible to: Chief Executive

Responsible for: No line management responsibilities

Hours: Between 21 & 35 hours week (35 hours being full time)

Salary: £50,000 FTE

Location: Based at Perkin House, Bradford

Special Conditions: As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be based at the office for at least two days per week.

Benefits: 28 days annual leave per year plus bank holidays, an additional day of leave for your birthday, Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.



Job Description

Purpose of the Post

People are our greatest asset and we believe in developing the hearts and minds of our team and our wider network of VCSE partners.

The Director of Culture will provide leadership to ensure the VCSA has a supportive, inclusive, and high-performing culture across the organisation. This role ensures that our people feel valued, empowered, and aligned with our mission and values.

You will lead the design and implementation of our People and Culture strategy – embedding wellbeing, inclusion, and continuous learning across the organisation, ensuring every member of staff feels valued and empowered to achieve their best.

You will work alongside our Chair and lead the embedding of our Anti-Racist principles within the organisation.

As a member of the Senior Leadership Team, the Director of Culture will work as part of that team to contribute to strategic planning and to ensure that the VCSA is a great place to work, where people thrive and feel valued.

You will provide leadership for workforce culture and development across the wider VCSE delivery community, including inclusivity, belonging, anti-racist, solution-focused, relational, and collaborative approaches.

Job Description

Duties and Responsibilities

Strategic Leadership and Culture

- Lead on creating a positive organisational culture that reflects our values.
 - Develop and implement our People & Culture strategy that supports the organisation's mission and values.
 - Coach and develop managers to model inclusive, compassionate, BRAVE leadership.
 - Foster psychological safety and open communication across all teams.
 - Maintain and report regularly to People and Organisational Development Committee to provide assurance on progress of the People and Culture Strategy.
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Learning and Development

- Lead the development of, and support managers to, implement frameworks for supervision, appraisal, and career progression.
 - Promote a continuous growth mindset and culture across the organisation.
 - Embed reflective practice and progression pathways.
 - Embed a culture of inclusion, respect, collaboration, and wellbeing.
 - Oversee and ensure the embedding of anti-racist, equality, diversity, and inclusion within all policies and practices.
 - Embed values-based behaviours throughout the organisation.
 - Oversee and ensure support to support the health and wellbeing of staff within their role.
 - Champion a positive approach to change management and organisational learning.
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Job Description

HR and Employment Practice

- Ensure the organisation's HR framework, policies, and employment practices are compliant, fair and consistent with our values and culture, drawing on specialist commissioned external HR advice where appropriate .
- Oversee recruitment, induction, contracts, and employee relations matters, ensuring all people processes are handled with fairness, consistency, and compassion.
- Keep people policies up to date and ensure managers are supported and confident to apply them well.
- Provide assurance to the Chief Executive, the People and Organisational Development Committee, and the Board, that employment practice meets legal and safer recruitment requirements, and are in line with organisational values and culture.



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General Requirements

- Be a proactive contributor to the Senior Leadership Team.
- Undertake any training or development opportunities as may be required to keep up to date and fulfil the requirements identified for this role.
- Attend and engage in regular supervision sessions and staff meetings.
- Be part of identifying own needs for development and support, including wellbeing support.
- Comply with all organisational policies and procedures.
- Responsible for planning and organising own day-to-day tasks.
- Undertake any other duties as prescribed by and agreed with your Line Manager as are consistent with the responsibilities of the position and the needs of the service.
- Work in line with The VCS Alliance's values and Code of Conduct and maintain good relationships within and outside of The VCS Alliance.
- Have a collaborative and flexible approach to work.
- Work in accordance with The VCS Alliance's Aims, Objectives and Values.
- Flexibility is an advantage. Please contact us to discuss what this means before accepting any offer of employment.



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Person Specification

Essential

- Proven experience of senior leadership in people, culture or organisational development.
 - Deep understanding of equality, diversity, and inclusion, and how to embed these in workplace culture.
 - Ability to build trusted relationships and influence at all levels, including the Board.
 - Strategic thinker with the ability to translate vision into practical action.
 - Experience of providing pastoral support or one-to-one coaching to individuals in challenging circumstances.
 - Ability to hold difficult conversations with compassion and honesty.
 - Demonstrable commitment to the values of the organisation.
 - Coaching or mentoring qualification.
 - Experience of using continuous improvement methodology.
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Desirable:

- Experience of leading organisational change or culture transformation programmes.
 - Experience of implementing wellbeing and staff engagement initiatives.
 - Working knowledge of employment law and HR good practice, with the confidence to draw on specialist external advice where needed.
 - Experience of working in or with the VCSE sector.
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Job Description

VCSA Values

As a senior leader, you will be expected to model and promote The VCS Alliance's values in all areas of your work whilst leading a team in supporting the VCS achieve its vision:

- We demonstrate honesty, openness, and respect for everyone
- We challenge ourselves and be open to challenge from others
- We are trusted and build trust across the organisation
- We create safe spaces where creativity can flourish
- We work in true partnership with communities
- We are forward-looking
- We work sustainably
- We do the right thing



Job Description

Equal Opportunities

The VCS Alliance is committed to promoting equality, diversity and inclusion, anti-racist and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010), including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status, age or disability. Job applicants, employees, volunteers and service users are entitled to these protections too.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us at **Carmen@thevcsalliance.org.uk** if you need any support or adjustments to help the application process to work for you.



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Health and Safety

The post holder is expected to comply with The VCS Alliance Health and Safety Policy and take reasonable care for their own health and safety and that of others who may be affected by the work.

Privacy Statement

Your privacy is of paramount importance to us. We strive to maintain the highest standards of data protection and ensure that your personal information is handled in accordance with the UK's data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. You can read our [Privacy Policy here](#).

Checks and Right to Work

This role is subject to employment checks and a DBS check. You must have the right to work in the UK.

Notes

All job roles are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities commensurate with the seniority of the post.

This post is subject to a 3-month probationary period.

Job Description

Application

Please see our [Job Application Pack](#) for how to apply and the full information about our Application and Recruitment process.

Contact

If you would like to know more about this exciting opportunity or if you have any questions, please contact Sam, our Chief Executive Officer, by emailing: Sam@thevcsalliance.org.uk

Sam will be on leave until 14 September, and we apologise in advance that this will cause a delay in responding to any enquiries. She will get back to anyone who contacts her as soon as she can on her return.

Deadline

The closing date for applications is Midnight on the evening of **Sunday 27 September**. Interviews will then take place on **Monday 19 October**.

