

<b>Job Title:</b>	<b>People and Culture Manager</b>
<b>Responsible to:</b>	<b>Central Support Director, alongside Operational Directors</b>
<b>Location:</b>	<b>Flexible, UK role (office based or on site)</b>
<b>Sector:</b>	<b>Marina Operator with Hospitality outlets</b>
<b>Base Salary/Number of days:</b>	<b>Full time: dependent on experience</b>
<b>To apply:</b>	<b>Email your CV and covering letter to <a href="mailto:info@boatfolk.co.uk">info@boatfolk.co.uk</a></b>

## *Overview*

As a growing business, currently operating 11 marinas around the UK, our employee team is constantly growing, and we want to ensure that our employees grow with us. From recruitment, through induction and progressing to key roles with real responsibility, our teams need to live our values to look after our customers on every occasion.

You will need to be an ambitious character, able to influence some strong personalities and work collaboratively to develop new policies and procedures for all elements of the employee journey.

## *Personal attributes, skills and experience*

- Responsible for managing the key employee related processes to ensure consistency across all sites. These include supporting the recruitment and onboarding process, facilitating training throughout the business, skills ladders for assessment of employee skill set, appraisal processes.
- To redefine and redevelop many of our people processes to ensure they are fit for purpose and are manageable.
- To live and breath our brand values, encouraging others to do the same.
- Implement a wellbeing programme across the business
- Establish a high level of credibility and manage strong working relationships with internal and external parties.
- Encourage use of cloud systems as a communication tool/intranet (eg Sharepoint)
- Ensure that employees at all levels work within the correct legislative framework
- Be “hands on” in resolving issues, offering guidance and support when things get tough
- Work closely with the Finance Team to ensure the payroll department is able to deliver in an accurate and timely manner
- Produce a set of employee journey KPI’s that can be reviewed routinely by the senior teams.

### **Skills required:**

- CIPD preferred (Level 5/7) but not essential
- Great communication skills and positive attitude
- Ability to live and breathe the boatfolk values
- Strong infectious character, capable of influencing the teams to deliver agreed activities
- Experience of sharepoint/intranet communication
- Exceptional communication skills and a team player
- Proficient user of Microsoft Office Suite
- An interest in the well being of our people
- Energetic, organised and professional demeanour with the ability to gain a good understanding of the key business drivers

The above is not an exhaustive list of duties and the successful candidate will be expected to perform different tasks as necessitated by their role within an evolving organisation.