

# PEOPLE MANAGER, INVESTMENTS

CHURCH COMMISSIONERS FOR ENGLAND –  
INVESTMENT DIVISION



CHURCH COMMISSIONERS *for* ENGLAND

JOB TITLE:	People Manager, Investments
LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
ACCOUNTABLE TO:	Head of People, Investments
KEY RELATIONSHIPS:	People Associate Investments, Investments Team, Central HR Team, CIO and Senior Leadership team, and Remuneration Committee
BACKGROUND:	<p>The Church Commissioners for England is a statutory corporation that is a major financial institution managing over £10 billion of assets for the Church of England and an administrative body with regulatory and quasi-judicial duties. It has representatives of Church and State on its governing body and is answerable to Parliament and the General Synod of the Church of England. Financial returns are used to support the mission and ministry of the Church of England.</p>
JOB SUMMARY:	<p>This role will lead the delivery of a full-spectrum HR service across the Investment function. This is a hands-on generalist role with a focus on managing the full life cycle of HR services with strategic people planning and partnering with the Investments People team to create an engaging and developmental environment for team members. This role will be responsible for shaping and implementing people strategies, overseeing day-to-day HR activities, and fostering a culture of inclusion, engagement, and high performance. This role will act as a trusted expert advisor, bringing professional HR insight and sound judgement across the complete HR service offer to investments including resourcing and onboarding, reward and benefits, training and development, belonging and inclusion, HR reporting, and organisational change. This role will also deliver a proactive and consistent People service, developing and delivering People plans and projects, acting as expert advisor and building strong working relationships with all stakeholders and ensuring continuous improvement of our HR offer and service delivery.</p>

## MAIN DUTIES AND RESPONSIBILITIES

### PEOPLE STRATEGY, PLANNING & PROJECTS

- Develops, manages and the implementation of the Investments People plan, in partnership with the Head of People, Investments.
- Supports the development of the Investments People Strategy.
- Partners with Finance and Investments People team, to develop and manage HR Budgets and resource planning. Leads on people-related projects, ensuring alignment with organisational and HR strategy to improve and develop HR delivery.

### RESOURCING & ONBOARDING

- Develops and monitors Investments Resourcing policy to ensure it is aligned with our values and business needs.
- Leads on initiatives and projects to enhance recruitment strategies, employer brand, and candidate experience.
- Manages the end-to-end recruitment and onboarding lifecycles of roles: liaising with hiring managers, recruitment agencies, job boards and central HR on processes, terms, job campaigns and interviews.
- Build and maintain strong relationships with hiring managers and provide advice, strategic guidance on recruitment options, policies and best practices.
- Oversees the tracking and reporting on recruitment and inclusion to identify trends, effectiveness and improve candidate experience.
- Conducts interviews and partners with hiring managers and recruitment agencies throughout the hiring process.
- Takes a continuous improvement approach to our recruitment and

onboarding processes to ensure the most positive impact on hires and new joiners.

- Oversees headcount budget and supports workforce planning in collaboration with the Investments Finance team.

### ENGAGEMENT & INCLUSION

- Prepares and presents Belonging & Inclusion reports, analysing data trends and supporting insight-driven actions.
- Produces Employee Survey reports and facilitates team discussions to support engagement initiatives.
- Collaborates with the Head of People on the development and implementation of the Engagement action plan.
- Leads the planning and delivery of the Investments Summer internship programmes in collaboration with the People Associate.

### LEARNING & DEVELOPMENT

- Manages the co-ordination of the Investments team training programme, liaising with training providers and compiling feedback and report on relevance and effectiveness.
- Supports the ongoing review of training and development options and identifying areas for improvement and development.

### REWARD & BENEFIT

- Partners with the Head of People, Investments to manage and deliver key annual salary review and incentive assessment processes with support from the People Associate ensuring accuracy and effective communication.
- Co-ordinates the preparation and attends Remuneration Committee meetings.
- Manages the benchmarking analysis for Investment roles against market data, providing individual/team reports and recommendations back to Line Managers/Heads of Department.
- Manages the preparation of the annual salary and incentive processes are completed by compiling data and reports, calculations, and reviewing salary and incentive letters for accuracy to ensure that the processes run smoothly.
- Contributes to the job evaluation process run by the Central HR team as required.

### PERFORMANCE MANAGEMENT

- Acts as expert advisor on sensitive employee relations issues to ensure management of these situations in line with best practice, our values, compliance with law and to minimise organisational risk.
- Supports organisational design and change initiatives to ensure appropriate consultation and implementation in line with our policy and values.
- Develops and implements policies to support effective performance management and best practice.

### POLICIES & PROCEDURES

- Provides HR advice on policies and procedures to ensure line managers and team members understand policy provisions in line with current employment legislation and best practices.
- Proactively look for ways to improve and develop the Investments team HR systems and processes to support the Investments team.
- Contributes to the implementation of systems, practices and strategic projects which are necessary to provide high standards of HR delivery, support and leading on project work, carry out research. and assist with ER case management.
- Ensure that Investments HR information and guidance is complete, current and accessible.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## PERSON SPECIFICATION

### ESSENTIAL

#### KNOWLEDGE/EXPERIENCE:

- 3-4 years previous experience of working in a HR generalist role; able to demonstrate experience of undertaking HR activities across a range of functions (e.g. Resourcing, Reward, Development, Compliance, etc).
- Experience managing HR Operational delivery.
- Experience of managing and developing reward and benefit processes e.g. salary reviews, incentive and health insurance schemes.
- Experience of successful project management and delivery.
- Essential strong proven use of HR systems and digital tools, with strong proficient in Microsoft Office (especially Excel).

#### SKILLS/ABILITIES:

- Demonstrates high professional standards as a role model for the HR function and represents the People and Investment team with positivity and credibility.
- Handles sensitive matters with integrity, confidentiality, and sound judgement.
- Strategic thinker with the confidence to challenge constructively to drive continuous improvement.
- Strong communicator with the ability to adapt style to different audiences and handle complex, sensitive matters effectively.
- Excellent verbal and written communication skills, with accuracy and attention to detail.

- Strong coaching and mentoring skills to support the development of others.
- Collaborative, supportive, pro-active team player with strong relationship-building skills who celebrates team success and works well independently.
- Highly organised, detail-oriented, and able to manage large volumes of work to tight deadlines.
- Proactive, resilient, and comfortable in fast-paced changing environments.
- Confident in analysing and presenting data, and proficient with HR systems and digital tools.
- Strong problem-solver with the ability to navigate complex issues and influence stakeholders.

#### QUALIFICATIONS/TRAINING:

- Certificate in Human Resource Level 5, fully qualified CIPD member (or HR experience providing equivalent learning and insight).

### DESIRABLE

#### KNOWLEDGE/EXPERIENCE:

- HR experience in the private, finance or investment sector.

# GENERAL INFORMATION

## WHO WE ARE AND OUR VALUES

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### WE INCLUDE. YOU BELONG.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life.

We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## STANDARDS OF BEHAVIOUR AND CONDUCT

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## HEALTH AND SAFETY RESPONSIBILITIES

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

## CONFIDENTIALITY

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

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# TERMS OF EMPLOYMENT

SALARY & INCENTIVE:	Salary & Incentive is competitive.
LOCATION:	Church House, London (currently Hybrid 2-3 days in the office)
HOURS OF DUTY:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Hybrid working 2 – 3 days working in the office)
PENSION CONTRIBUTIONS:	Staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. The National Church Institutions have an income protection insurance arrangement.
PRIVATE HEALTH INSURANCE:	Staff will be automatically enrolled in the AXA and Medcash Private Health Schemes unless they choose to opt out.
ANNUAL LEAVE:	25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.
SEASON TICKET LOAN:	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
CONTRACT:	The post is offered on an open-ended contract, subject to a six-month probationary period.