



Shepherds Friendly is a modern mutual society, offering a variety of adult and children's financial products and services such as ISAs, savings plans, life insurance and income protection. Located in south Manchester in the heart of Cheadle village, the Society has been providing financial security to members for almost 200 years.

Guided by our values of working together, doing the right thing, and making a difference, we are committed to delivering a service which helps our members plan their finances and secure their family's future. In a world of financial complexity, we believe in the power of simplicity.

We are currently recruiting for a People & Culture Manager (maternity cover) within the People & Culture department to join our team of talented individuals. In this role you will be responsible for:

- To support the Director of People and Culture in the delivery of a high-quality people strategy.
- To help promote a culture whereby our people are aligned to the Society's values and behaviours.
- To help deliver a strategy that ensures our people have the right skills and knowledge, are recognised and feel valued and engaged.
- To support the Director of People and Culture in the development and delivery of all culture related projects and initiatives.
- To be responsible for all aspects of the employee lifecycle including resourcing, onboarding, remuneration and reward, payroll, performance management, learning and development, succession planning, people engagement and support, diversity and inclusion, health and safety and data reporting.
- To be responsible for the management and development of the People and Culture Assistant.

We are looking for someone who has:

- Previous experience of working independently in a generalist HR role.
- Proven experience of delivering strategic people initiatives.
- Part qualified or studying towards the CIPD qualification.
- Previous experience working in a rapidly growing organisation with experience of organisational change management/design.
- Previous experience of managing a payroll process.
- Good knowledge and understanding of current employment law and practice.
- Good relationship management skills.

Most importantly, we offer:

- Salary c.£45,000 per annum, depending on experience.
- Flexible working hours with the option to work from home.
- 25 days annual leave plus bank holidays.
- An extra day off for your birthday.
- Pension Scheme – 8% employer contributions.
- Access to wellbeing support services through Nuffield Health including access to 24/7 online GP, discounted gym membership and mental health support, plus an employee assistance programme, free eye tests and flu vaccinations.
- Company benefits including life insurance, healthcare cash plan, four paid well-being days, and various social and charitable events throughout the year including a volunteering day at a charity of your choice.
- Optional benefits including cycle to work scheme, holiday trading, season ticket loan, retail discounts, etc.

- 4pm finish on Friday!

If you think this role would be a great fit for you, please submit your CV and cover letter now to [careers@shepherdsfriendly.co.uk](mailto:careers@shepherdsfriendly.co.uk). For further information, or for a copy of the full job description, please contact 0800526249.

**Diversity and Inclusion**

The Society strives to build and nurture an inclusive culture that encourages, supports and celebrates the diverse voices of our people to connect with our members and the communities we serve. We offer a range of family friendly, inclusive employment policies and practices, flexible working arrangements, employee engagement initiatives and office facilities and services to support people from different backgrounds.