

Job Title:	Senior People & Culture Manager		
Department:	Operations	Duration:	Open-ended
Direct reports:	None	Reports to:	Director of Strategy and Operations
Location:	Location flexible; WF has offices in London (UK) and Washington DC (USA), and other locations will be considered		
Key Relationships:	President & CEO, management team, Board members and key external contacts as appropriate		
Job Role			
Role Overview:	<p>The Web Foundation recently conducted an independent Anti-Racism and DEI Audit. In response to the recommendations, we have created this position that will be an integral member of the management team at the Foundation and will partner with management and staff to build a culture of equity and inclusion.</p> <p>You will be leading the relationship between the organisation and its people, contributing your strategic and operational expertise to the team on all people-related matters. You will be responsible for setting and implementing the organisation’s People and Culture strategy building on the existing organisational values and taking them to the next level by applying a more focused Diversity, Equity and Inclusion (DEI) lens. You are passionate about working with individuals and teams for them to thrive and you are experienced in engaging in a culturally diverse and geographically varied environment.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		% time on task

People Management	<ul style="list-style-type: none"> • Ensure the organisation's people and culture initiatives are engaging, collaborative in design, and of a high standard to attract, retain and build the capabilities of staff members. • Create a solid People and Culture strategy and lead periodic review of its application. • Propose and implement cross-organisational initiatives to improve application and coordination of People and Culture strategy. • Ensure an effective cross-organisational approach to DEI. • Set and monitor DEI KPIs to inform any changes needed. • Identify and facilitate educational interventions around anti-racism and inclusion to be delivered routinely. • Ensure the creation and management of spaces and opportunities for more intentional collaboration and connection. 	45%
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HR Operations Management	<ul style="list-style-type: none"> • Review and create new HR policies, guidelines and processes, and uphold them, ensuring staff members have a positive working experience at the Web Foundation and the Foundation complies with any applicable laws and regulations. • Ensure employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages are properly maintained. • Work closely with, and manage contractors as needed to ensure the implementation of the above. • Improve in-house HR capabilities for efficiency and delivery of services. 	45%
Overall Leadership	<ul style="list-style-type: none"> • Actively contribute to the effective performance of the management team. • Take on other leadership responsibilities and initiatives as agreed with the Director of Strategy and Operations • Support the Board and the management team in the execution of their responsibilities through the provision of relevant HR data, information and advice. 	10%
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> • Education to BA/BS level in a related field plus a minimum of 5 years professional experience or equivalent combination. 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> • At least 5 years experience including responsibility for HR strategy development, monitoring progress and ensuring implementation. • Diversity of strategic HR development experience and an understanding of organisational systems and processes to carry out an effective strategy to achieve DEI and broader organizational objectives. • Excellent relationship management. • Experience working effectively and respectfully with members of executive teams, as well as board members and other high-level volunteers and consultants. • Experience managing people and teams. • Excellent writing, editing, and verbal communications skills with the ability to make dynamic group presentations. • Strong data and program analysis and planning skills. • Proven ability to work with colleagues, peers, partners and contractors from diverse sectors, cultures and world-views. • Comfortable and confident operating in an emergent sector where the path forward will need to evolve, as circumstances require. • An entrepreneurial, innovative approach, able to spot opportunities and energise others to go after them. 	
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Fluency in one major world language in addition to English. • Prior experience in the non-profit sector. • Experience working with HR/Payroll/Benefits/Compliance systems. 	