



# People and Culture Manager

August 2024

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## Welcome to Global Canopy

We are so pleased you found us. Global Canopy is an ambitious, creative and dynamic not-for-profit targeting the market forces destroying nature.

Our special focus is on ending global deforestation, most of which is driven by agricultural expansion for commodities like beef, soy and palm oil that end up in products we all use every day.

In fact, our research shows that \$6 trillion in private finance each year is driving this destruction – including 20% of the money that we all put into our pensions.

This is a major driver of climate change, of biodiversity loss and of human rights abuses. To tackle this we deliver radical transparency through our award-winning data platforms, detailing how consumer markets are linked to nature loss.

We enable major companies, investors and governments to take positive action, and we help campaigning organisations and investigative journalists shine a light on those not doing enough. And we help policymakers to design laws that make it mandatory for the private sector to change.

We are now growing rapidly as an organisation – expanding our work and teams in key geographies like Brazil and South East Asia. And we are deepening our relationships with major investor networks as we redouble work to remove deforestation and nature-related impacts from lending and investment portfolios worldwide.

As part of our team, you will be at the heart of global efforts to tackle the intertwined climate and nature crises. And you will find yourself surrounded by engaged, positive and committed colleagues determined to make a difference.

Please join us, this is urgent.

**Niki Mardas**  
Executive Director



## About Global Canopy

Global Canopy is a data-driven not for profit delivering real transparency and accountability for market impacts on nature and people. Our special focus is on ending deforestation – an essential step in achieving urgent global goals on climate, nature and human rights.

We deliver our work via three main strategies:

1. on **open data** (including via major global data platforms like [Trase](#), [Forest 500](#), [Forest IQ](#), and [ENCORE](#));
2. on creating stronger **voluntary and compliance frameworks** to address nature loss (we are a founding partner of the [TNFD](#));
3. and on **accelerating accountability and action by the finance sector** towards deforestation-free portfolios.

Our platforms, data and insights are relied upon by Fortune 500 companies, major financial institutions, national and regional governments, and some of the most effective campaigning organisations worldwide.

We work globally, with a focus on both forested regions (particularly across Latin America and South East Asia), and major consumer and financial markets (with a focus on Europe, the US, Singapore and China).

We have a distributed team of around 60 people worldwide, with a main office in Oxford (UK). We work via close and deep partnerships, including with institutions like the Stockholm Environment Institute, the UN Climate Change High-Level Champions, UNEP Finance Initiative, the World Conservation Monitoring Centre, the Zoological Society of London, and many others

## Our Values

As an organisation committed to achieving system-wide change, we operate in a challenging environment. Our organisational values help guide our ways of working and keep us accountable to these standards:

**Entrepreneurial** – We develop bold new ideas to catalyse system-wide change.

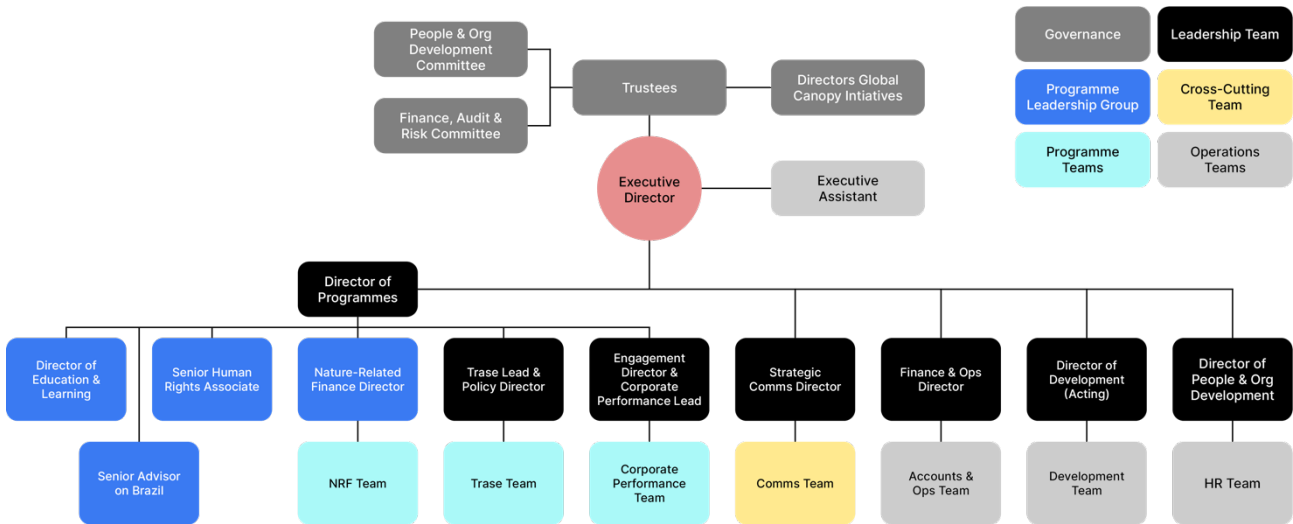
**Impactful** – We learn from what works, hold ourselves and others accountable and work in collaboration with others.

**Inclusive** – We celebrate diversity, value teamwork and support individuals to fulfil their potential.

**Clear** – We listen actively, think critically and communicate with clarity.



## Organogram



## The Role: Overview

**Role:** People and Culture Manager

**Location:** Our office is in Oxford, with flexible home-working arrangements in place. We are a flexible employer and welcome candidates wishing to work flexibly. UK and applicants have to be able to attend the office periodically.

**Contract:** Full-time and Permanent

**Salary:** **£55,000 – £60,000** - This role sits within Band on Global Canopy's remuneration framework.

**Nature of Contract:** Full time or 0.8 FTE. Permanent.

### Benefits:

- Holidays 36 days (including bank/public holidays) for discretionary use across the annual leave year.
- Option to purchase up to an additional 5 days or equivalent of one week's leave. Pension Employer pension contribution of 7%.
- Healthcare cashback plan Covering dental fees, eye-care, wellbeing, physiotherapy, chiropody and much more – for you and any children.



- Employee Assistance Programme Which provides free, confidential advice on personal and legal matters.
- Other Huge range of discounts and cashback deals at gyms, restaurants, holidays, and much more.

## Person Specification

Global Canopy is a story of success and achieving tangible change. It is an organisation that has been at the heart of critical initiatives in the transition toward more sustainable economies, such as pioneering Trase open data partnership, and the Task Force for Nature-related Financial Disclosures (TNFD). As an organisation we have always asked the hard questions and been courageous in our approach. Now, with rapid and sustained year-on-year growth, three successful and synergistic programmes of work and increasing regional expansion, we have an ambitious strategy and a great team that we invite you to bring your talents to.

As People and Culture Manager, you will be responsible for the smooth running of the People function at Global Canopy. Working closely with the Leadership Team and colleagues across teams, you will be at the heart of an ever-more inclusive culture at Global Canopy.

You will lead on People initiatives that create stronger relationships, more effective learning and professional development, and better delivery of our work and positive impact as an organisation. You will bring strong influencing and relationship-building skills and deep technical expertise to ensure that we can recruit, retain, develop, support and deeply engage the people we rely on to deliver our vital work for forests, nature and human rights.

You will manage all aspects of people's journey with the organisation, including recruitment, performance management, employee relations and payroll. We are looking for a people professional who leads with empathy and puts individuals at the heart of their decision-making.

You will be positive, creative and flexible – always looking for solutions that benefit everyone involved; and you will be efficient, straightforward, and kind, modelling the behaviours and values we aspire to as a team.

This is a great role for a seasoned professional who believes in the power of a people-centred organisation, has been successful at delivering on a people strategy in a business-partnering role, and can work effectively in the context of a fast-growing and dynamic non-profit working on complex projects around the world.

Finally – as we ask of all colleagues – you will contribute to a culture of kindness, collaboration, rigour and accountability in equal measure. You will come to work with a sense of urgent mission, but one balanced by emotional intelligence in all you do. You will share our conviction that it is not just what we do that matters in our working life, but how we do it too.



## The Role: Responsibilities

- Manage recruitment, induction and exit processes for employees in conjunction with line managers
- Be responsible for the creation, maintenance, evolution and operation of all HR processes and systems
- Work closely with Directors and external experts on review of policies - covering performance, learning/development, absence, salaries/benefits, job grading and staff engagement Support & advice to leaders and managers
- Evolve our people and culture offering , engagement and materials to be ever-more aligned with our values, approach and tone.
- Provide proactive and reactive support to managers ensuring that our people are supported to thrive and develop
- Advise on people issues and managing cases, to ensure that processes are followed in line with Global Canopy's policy, best practice and employment legislation.
- Support the implementation of the People plan and be responsible for the relevant activities
- Provide reports and maintain KPIs related to HR
- Lead on team building and team support initiatives to build a cohesive, highly motivated team in line with Global Canopy's culture
- Line management of People and Culture Advisor, supporting them in their leadership of recruitment for Global Canopy, and guiding and supporting their work in pursuit of our people strategy
- Oversee with the people and culture advisor, any delivery from outsourced providers.

## Required Skills and Experience

- People-first approach to HR management
- Personable approach with demonstrable evidence of developing and sustaining positive working relationships at all levels within an organisation



- Experience of managing human resources work across organisations, with a good understanding of HR procedures and legislation in the UK
- Motivated by our work on environmental issues

### **Essential Behavioural Competencies:**

- Leading with warmth
- Able to handle difficult situations sensitively and confidentially, and be perceived as positive/constructive by colleagues
- Initiative & ability to manage own workload, and deadlines
- Ability to lead change by influencing and supporting others
- Creativity

### **Skills and Experience:**

- Deep experience in all aspects of employee lifecycle management
- CIPD level 5 or equivalent experience
- Strong understanding of UK employment law and best practice
- Experience and expertise to support in the areas of diversity/inclusion, learning/development and staff wellbeing/engagement
- Experience of working internationally with staff based outside the UK - and covered by non-UK law
- Experience of working in a matrixed and international organization

## **How to Apply**

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.



The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Jayden-Brookes-CV-082024-GlobalCanopy or Jayden-Brookes-CoverLetter-082024-GlobalCanopy.

## Timeline

**Closing Date:** 30<sup>th</sup> August 2024

**First stage interviews:** TBC

**Final interviews:** TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Diversity Statement

At Global Canopy, we value diversity and inclusion. You can read our diversity statement on our [website](#). We encourage applications from all backgrounds and are committed to having a team with a diverse set of skills, experiences and abilities.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [jsawyer@oxfordhr.com](mailto:jsawyer@oxfordhr.com) in the first instance.

## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: [oxfordhr.com](http://oxfordhr.com)