

Candidate Pack: **Head of Office, People & Governance** (maternity cover)

Nov 2026

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About alcohol harm and Alcohol Change UK

Alcohol harm is widespread, serious … and completely avoidable.

Too many of us can fall into the trap of believing that alcohol harm is something limited to a small proportion of so-called 'alcoholics'. While there are, indeed, hundreds of thousands of people with a severe alcohol dependency who matter greatly, alcohol harm also affects many millions of people: whether through low mood or energy, poor sleep, wasted money and time, not being fully present, a deepening mental health problem, a childhood scarred by a parent's drinking, a diagnosis of cancer, a life ruined by a drink driver, or street or domestic violence.

In fact, over 10 million people are drinking at levels that are risking their health or affecting others. Alcohol harm costs our NHS at least £3.5bn and our police, courts and prisons at least another £4bn. All of us are currently affected by alcohol harm.

But alcohol harm is entirely preventable and avoidable.

Alcohol Change UK exists to eliminate the harm from alcohol and to help people across the UK to develop a positive relationship with alcohol. We:

- Campaign for better policies and regulation
- Work to create healthier drinking cultures
- Deliver cutting-edge behaviour change programmes to help people take control of their drinking before they require specialist treatment
- Collaborate with our friends across the diversity of specialist alcohol treatment to drive up access and impact
- Develop new knowledge to ensure that our work and the work of everyone who seeks to reduce alcohol harm is based on the best available evidence.

Our vision: A world free from alcohol harm.

Our mission: To significantly reduce serious alcohol harm in the UK.

Our values: *Truthful*: We seek and tell the truth.

Compassionate: We care deeply about everyone seriously harmed by alcohol, whoever they are.

Ambitious for change: We are optimistic and determined.

About Office, People and Governance at Alcohol Change UK

Alcohol Change UK's Office, People and Governance team has a wide remit, delivered by two people: a full-time Head of Office, People and Governance and a full-time People and Facilities Officer. The CEO also supports extensively with People and Governance matters.

The team plays a fundamental role in the smooth running of the charity. The team also plays a full and active role in the life of the organisation, learning about alcohol harm and the solutions to it, and understanding our work in the round. This is not just a behind-the-scenes role.

The team is busy, with a high workload, so this is a role for someone who likes a challenge and works well in a busy environment. But the team is also supportive and collaborative and has many opportunities for interaction with colleagues right across the charity.

What we're looking for

Our current Head of Office, People and Governance will be on maternity leave from mid to late January 2027. We're looking for someone warm and skilled who can be the maternity cover for a fixed 12 month contract.

Given the diversity of the post – covering office, people and governance matters – we've identified that the non-negotiable aspect of this 'People', so we're looking for someone who has, as a minimum, strong experience in a charity People ('HR') team. As the postholder leads the team and plays a vital role in our wider Executive Team, we're also looking for someone who has experience of – or is ready to step into – senior management. You will certainly have line managed.

As well as experience of People matters, you will ideally have some knowledge or experience of charity governance, or facilities management (especially IT), or even both. But if your experience is limited to People matters, do please apply!

The role suits someone able who really enjoys a diverse and full-on workload, who is adaptable, and who is a great team player who enjoys line management. You'll be great at forming strong working relationships, especially with the CEO and other members of the Executive Team.

Most importantly you'll be thoughtful and balanced – able to see all sides of an issues, to think carefully and strategically, and to advise on the best course of action. Many People issues, in particular, can be complex and challenging, and you will embrace the responsibility that comes with that.

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Role description, Nov 2026

Reports to:	CEO
Direct reports:	People and Facilities Officer (PFO)
Location:	Mainly remote, but with two days at our investment property (in Kings Cross) and rental property (Farringdon) a month, plus 8 to 10 compulsory in-person meetings a year (for Board meetings and staff away days)
Status:	Fixed term, 12-months, with a three-month probationary period
Hours:	Full-time post, although 0.8FTE would be considered; flexible hours; required to attend two to four evenings meetings a year
Salary:	Grade A, which pays from £54,796, although a higher salary can be considered for an exceptional candidate

Role Summary

This diverse role is vital in keeping Alcohol Change UK well run. It covers the oversight and management of our People ('HR') function, our investment property, our IT provision for remote-working, our Equality, Diversity, Inclusion and Belonging (EDIB) work, and the charity's governance. The role is part of the charity's Executive Team and reports to two sub-committees and the Full Board.

Key Tasks and Responsibilities

People ('HR')

1. Support the CEO and line managers to ensure that we have a positive working culture in line with our values: optimising wellbeing, inclusion, productivity, innovation, learning and development, and developing a blame-free environment.
2. Keep the staff handbook and People policies up-to-date and ensure they are known and followed.
3. Oversee the implementation of key People processes including the job evaluation process, recruitment, onboarding, internal line management, agreeing reasonable adjustments, health and safety, performance and conflict management, the annual and mid-year review processes, exit interviews, and support the CEO with union liaison.
4. Ensure the maintenance of up-to-date People information, both individually (leave, sickness, probationary periods, etc.) and collectively (staff turnover, staff survey, etc.); including corresponding with staff about changes, for example to pay, end of probation, etc.
5. Act as one of the charity's key contact points for staff who have concerns or issues (alongside their line manager and the CEO); and support line managers, both individually and collectively.
6. Plan between 3 and 5 Working Together Days (face-to-face days for all staff) each year and where necessary support the delivery of these.
7. Procure and manage the contract with our HR provider and our group life assurance.

Equality, Diversity, Inclusion and Belonging (EDIB)

8. Encourage and challenge the charity to continually improve in this area, including staying abreast of developing knowledge and perspectives across this topic area and drawing on suitable external expertise.
9. Convene the EDIB forum, oversee the development and delivery of the charity's various EDIB action plans, and manage the annual EDIB survey.

Governance

10. Schedule and book trustee meetings, coordinate the production of board papers by team members, collate and send board papers, take and circulate minutes, and track the progress of agreed action points.
11. Work with the CEO to manage trustee recruitment, onboarding and training.
12. Manage procurement of the combined commercial insurance including trustee insurance.
13. Liaise with the CEO and Chair of G&P sub-committee to set the agenda for quarterly G&P sub-committee meetings.

Property and IT

14. Ensure the charity has appropriate storage and meeting room capacity to meet its evolving needs.
15. Procure and manage the contract with our IT provider to ensure staff have access to the IT equipment they need.
16. Lead on cybersecurity, including keeping staff up-to-date with cybersecurity training.
17. Support the PFO to resolve basic IT problems for staff.
18. For the investment property, manage its sale/letting out and manage the relationships with the freeholder, other tenants, the sales and letting agent and relevant suppliers.
19. Support the Wales Director with the management of our Wales office

Line Management

20. Line manage, task manage and support the PFO to deliver their objectives and to learn and develop in their role.
21. Ensure a positive, supportive team culture, with clarity of roles and expectations across the team, in which the postholders are willing and able to cover for each other as needed, and where team members are helpful and responsive to charity staff beyond the Office, People and Governance Team.

Other Duties

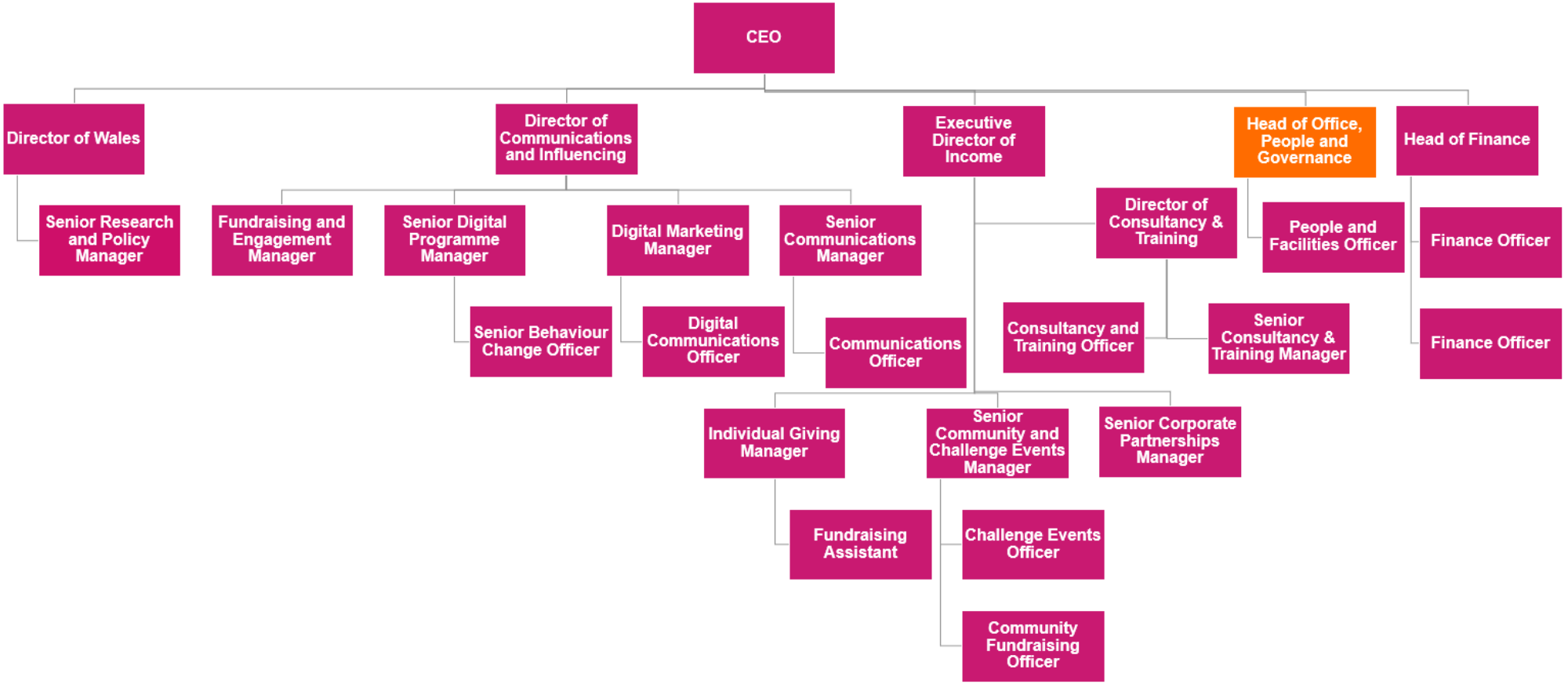
22. Be an active member of Executive Team.
23. Report on People, EDIB, governance, IT and property matters to relevant sub-committees and full Board meetings.
24. Manage most of the central administration budget and some of the governance budget (£192k and £24k respectively in 2026-27)
25. Ensure your own personal development, including keeping on top of developments in people, governance and facilities management.
26. Act as a positive ambassador for Alcohol Change UK at all times.
27. Know, embrace and actively uphold the values of Alcohol Change UK at all times.
28. Undertake other work as requested by the CEO.

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Person Specification, Nov 2026

Category	Essential	Desirable
Knowledge, Qualifications	1. Qualified in people (HR) management (or qualified by experience)	• Knowledge of EDIB theory
Demonstrable experience of	2. People (HR) management for a small to medium-sized charity covering, at least, recruitment, performance management and positive culture building 3. Developing and improving People policies based on evolving best practice and changes to the law 4. Line-managing people, and leading a supportive team	• *All* aspects of People management • Office/facilities management, especially outsourced IT • Faciliating charity governance • Improving EDIB in practice • Planning/leading staff away days • Senior management/leadership • Working with a union
Skills and abilities	5. Excellent organisational, planning and time management skills, including the ability to remain calm under pressure 6. Excellent decision-making skills, with sound and balanced judgement 7. Strong interpersonal skills, including presentation skills to a Board of Trustees and negotiating and influencing skills with suppliers 8. Strong IT skills (MS Office and Teams) including use of cloud-based recruitment systems and HR systems	
Personal attributes and values	9. Extremely high levels of integrity, discretion and professionalism 10. Strong accuracy and attention to detail 11. High aptitude for team-working and co-operation 12. Self-motivated, hard-working and proactive 13. Friendly, supportive and welcoming	

Where you'll fit in



Working at Alcohol Change UK

Hours of work	35 hours per week, but we are open to 0.8FTE for this role.
Flexibility	We love flexibility. There are no fixed start and end times to the day. We have core hours of 10.00am to 3.00pm, with extra flexibility possible by arrangement, for example for childcare arrangements. Time off in lieu is provided where staff work significant extra hours or weekends. All staff can be required to work additional hours over Christmas and New Year to manage the Dry January® challenge.
Place of work	Our staff team are, mostly, fully remote apart from a few key days a year depending on the job role. This role is expected attend all staff and Board meetings in London 8-10 times a year; and also to attend our investment property in Farringdon fortnightly. We encourage teams to meet face-to-face a few times a year, which might be in London or another location, organised by the team leader. Travel is not reimbursed.
Working culture	We are a small, friendly team but we think big: we're highly professional and we're ambitious to reduce alcohol harm for as many people as possible, as rapidly as we can. We work together, as one team, and are supportive of each other. We encourage a culture of 'experiment, fail, learn, and experiment again' and actively encourage team members to speak out if they see something that can be changed or improved. We have frequent team meetings, 3 to 5 all staff away days a year, and occasional informal socials. We are an anti-racist organisation and welcome applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other form of societal discrimination.
Development	There is a budget for training and development and staff are encouraged to make use of opportunities to stay at the cutting edge of their field, to learn new skills and knowledge, and to gain new experiences.
Holiday	33 days holiday inclusive of 8 bank holidays, rising to 34 days after 2 years' service, 36 days after 3 years, 37 days after 4 years and 38 days after 5 years. In addition, we have a day's leave on your birthday, one extra day of 'wellbeing' leave, and leave for volunteering (upcoming). We offer the ability to buy or sell annual leave. And we offer a personalised approach to bank holiday dates, to reflect different faiths or other personal preferences.
Pension	Employers' contribution of 6% towards your pension scheme, with a salary sacrifice scheme option. Staff must contribute at least 2% to their pension (subject to statutory pensions rules) to receive the employers' contribution, or may choose to opt out.
Life Assurance	We offer Group Life Assurance equivalent to the value of three times gross annual salary.
Employee Assistance Programme	We offer confidential support 24 hours a day, 7 day a week for employees covering a huge range of areas, including legal support, relationships advice, health and wellbeing, etc.
IT	Remote working is well-supported on up-to-date work-provided devices.
Probation and notice	As a maternity cover, this post has a three-month probationary period, during which the notice period is one week. Probationary periods may be extended if necessary. After successful completion of the probationary period, the notice period increases depending on the seniority of the role. This role will have an eight week notice period.

How to apply

If you meet most but not all of our essential criteria, we encourage you to apply anyway. And we encourage applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other forms of societal discrimination.

Any questions? If you would like an informal discussion about the role before applying, email our CEO richard.piper@alcoholchange.org.uk

Ready to apply?

- Use our online form to answer the shortlisting questions: Head of Office, People & Governance (maternity cover) - Alcohol Change UK - Applied
- Upload your CV (max 3 pages, listing two referees) to this online form in MS Word, Google doc, or .pdf format (no image files please).

Important: Applications are reviewed anonymously. Your responses to our shortlisting questions will be separated from your CV on receipt, and your CV will be anonymised. Therefore please make sure that your answers to our shortlisting questions contain all the information needed to assess your application, and in particular please do **not** reference your CV in those answers: the shortlisting panel will not be able to identify which CV you mean!

We only accept applications on our own application form and will not accept applications in any other way. For example, cover letters emailed to us will be discarded. If your access requirements mean that you are unable to use the online version of the application form, please contact us on jobs@alcoholchange.org.uk and we will supply the form in another format.

We run a human process and we expect you to apply in your own words. AI-use will be identified and those applications flagged and discounted. Don't undermine your application by using AI.

Deadline for us to receive your application: **strictly 9am, Tue 1 Dec 2026**. The online application form gives a date and time stamp to all applications. Late applications will be discarded. We never close the application window early.

We aim to get back to you by: **Fri 4 Dec**. All applicants will receive a response.

Interviews and practical exercise: **Wed 9 Dec**. Please save the date! We do not expect a need for second interviews.

Decisions: by **Fri 11 Dec**.

Proposed start date: Ideally **18 Jan 2027**.