



# Candidate Pack



## People and Culture Manager (job share)

**Reports to:** People and Culture Director working closely with the People and Culture Manager

**Location:** Hybrid working (Based at one of our hubs in Birmingham, Southampton, Cardiff, Belfast, Glasgow, Manchester or London) with limited travel requirements

**Duration:** Fixed term 12 month contract, part time - 0.2 FTE (1 day per week)

**Salary:** £38,000 per annum pro rata

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A personal message from our Chief Executive Officer.
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An introduction to our organisation, its mission, and values.
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A quick guide of our suite of programmes.
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A overview of our impact during 2022/23.
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# Letter from our CEO



Dear Candidate,

Thank you so much for your interest in MyBnk.

MyBnk is a financial education charity dedicated to creating a financially fluent population. We believe that financial literacy should be considered a right for all because the language of money is the language of life.

Everyone needs to be able to manage their money. Yet almost two-thirds of young adults do not recall receiving an financial education at all, and 53 per cent are worried that they will never be financially secure. Poor financial literacy is central to many problems people face today, including rising mental health issues, homelessness and unemployment.

MyBnk aims to bridge this gap, working with over 50,000 young people and adults across the UK every year, delivering expert-led, high-impact financial education programmes on topics such as saving, debt and student finance. We want to bring the language of finance to life so that everyone can navigate their money with confidence, no matter where they started.

## **We have four Directorates that support the organisation:**

- Programme and Delivery Directorate
- Fundraising and Communications Directorate
- Finance and Operations Directorate
- People and Culture Directorate

In 2024, we launched our new strategy 'Money: A Language for Life', which will guide us through to 2027 as we continue expanding our reach and impact.

You will be joining a great team of people who are motivated to help level the playing field for young people and adults.

We encourage people of all backgrounds to apply for roles at MyBnk. If there are any reasonable adjustments that need to be made to ensure the interview process is accessible for you, then please let us know.

Good luck with your application and I look forward to meeting you!

Leon Ward

A handwritten signature in black ink, appearing to read 'Leon Ward', written over a light blue horizontal line.



## Who are MyBnk?

We are a dynamic team dedicated to empowering people with the skills, knowledge, and confidence to take control of their financial futures and thrive. Through engaging and impactful financial education programmes, we equip individuals with essential money management skills - from budgeting and saving to investing.

At MyBnk, our strength lies in our people. Across the UK, from all four nations, our team is united by a shared passion for financial inclusion. Whether you're based in England, Scotland, Wales, or Northern Ireland, you'll be part of a creative, forward-thinking group that values innovation, inclusivity, and collaboration.

If you want to join a team where you can make a meaningful difference, while growing personally and professionally, MyBnk could be the perfect place for you.

### **Our Vision:**

A financially fluent population.

### **Our Mission:**

We bring the language of finance to life so that everyone can navigate their money with confidence, no matter where they start.



# Our Programmes

## School aged children and young people

Primary



Secondary



16- 18 year olds



Our expert-led school age programmes aim to build financial capability at key transitional moments, addressing mindsets, attitudes and behaviours to help young people form an understanding of the wider world of money.

## Young adults



Our expert-led programmes aim to give adults in vulnerable circumstances 'survival' money skills and knowledge that they can implement immediately in their transition into independent living

# Impact & Delivery

52,960

young people supported through our financial education programmes in 2023/24 (43% increase from 2022/23).



12,295  
delivery hours



519  
organisations  
partnered with



2,512  
money management  
accreditations

## Our work across the UK

MyBnk continues to expand nationally, reaching people in all four UK nations.

Learn more about our work and our impact in our 2023-24 Impact Report:



# Equality, Diversity & Inclusion

MyBnk is committed to equality, effective diversity management, and fostering an inclusive workplace culture.

Supported by leadership from our senior leadership team (SLT), all of whom have received inclusive leadership training, we are on a journey to realise our commitment through the development of a comprehensive EDI Strategy and Plan in 2025. This will include an organisation-wide EDI survey, EDI and unconscious bias awareness training, a staff voice forum, and continued Board-level engagement.

We have begun integrating EDI principles into our people practices, initially focusing on recruitment, selection, and other key areas, while using insights from staff surveys to inform our ongoing efforts. MyBnk is committed to embedding fairness and inclusivity throughout all aspects of our work and we are taking an evidence-based approach to our EDI strategy, with the aim of improving and evolving our practices.

## Our Values:

- 1. Young at heart, serious in intent.**
- 2. Stories are the best means of education.**
- 3. We live in the real world.**



## Overall purpose of the role:

The People & Culture Manager will work collaboratively with the other People & Culture Manager, ensuring the smooth operation of payroll administration, HR compliance, and key HR processes at MyBnk. Together, they will act as key points of contact for payroll, HR system queries, and compliance-related matters, ensuring accurate record-keeping and adherence to employment legislation.

The specific division of responsibilities and primary contact duties will be agreed with the line manager to ensure effective coverage within the People & Culture function.





# Key responsibilities:

## Payroll & HR Administration (Primary Focus)

- Work in partnership with the People & Culture Manager and Finance team to ensure the accurate and timely processing of payroll-related changes, including salary adjustments, deductions, benefits, and new starters/leavers.
- Act as a key point of contact for payroll-related queries, ensuring timely resolution and escalating issues where necessary, in line with agreed responsibilities.
- Ensure payroll compliance by maintaining accurate and up-to-date records, ensuring alignment with employment contracts and HR systems.
- Oversee the administration of employee benefits, including pensions, health cash plans, and other schemes, ensuring correct payroll deductions are applied.
- Ensure payroll processes comply with UK tax and employment legislation, including GDPR.

## HR Systems & Compliance

- Maintain and update HR records in the HR system (currently Breathe HR), ensuring accuracy, compliance, and efficient data management.
- Work collaboratively with the other People & Culture Manager to ensure compliance with UK employment law and GDPR.
- Conduct periodic audits of HR data to ensure compliance and identify areas for improvement.
- Produce HR reports related to payroll, headcount, and leave balances, supporting informed decision-making.
- Administer the carry-over of annual leave, ensuring records are updated accurately and in line with MyBnk's leave policy.

## Recruitment & Onboarding Support (Limited Scope)

- Work alongside the People & Culture Manager in the recruitment process, coordinating interview schedules and managing candidate communications.
- Manage new starter documentation and support onboarding administration.

# Working across MyBnk

- Work with colleagues across the country as we continue to develop and grow the organisation.
- Contribute to areas of the organisation that are ‘outside’ your immediate focus acting as trusted counsel to those in roles or teams that are different to yours.
- Embed yourself into the organisation – recognising that our strategy and business plan are yours to deliver and that our culture is shaped with you and by you.
- Comply with all MyBnk management processes – helping us to help you do the best job you can.
- Support the work surrounding our Board of Trustees.
- Build highly productive relationships with influential people, both internal and external, and negotiate effectively to achieve positive outcomes that support fundraising activities.

As with all roles at MyBnk this job description outlines the key responsibilities, requirements, and attitudes of the role. It is not an exhaustive list of tasks that need to be completed and MyBnk reserves the right to amend the job description as both the role and the organisation evolve.

Naturally, the nature of our work means there will occasionally be a need to work outside of our core hours for which TOIL will be provided.



# Person specification

- CIPD Level 5 qualified or equivalent experience.
- Experience in HR administration with payroll responsibilities.
- Knowledge of UK employment law and HR best practice, particularly payroll-related regulations.
- Experience using HR systems (such as Breathe HR) and payroll software.
- Strong attention to detail and accuracy in payroll and HR data processing.
- Excellent organisational skills, with the ability to manage multiple tasks efficiently.
- Strong numerical and analytical skills, particularly related to payroll and HR reporting.
- Effective communication skills, with the ability to work collaboratively and respond to employee queries professionally.
- Ability to work collaboratively with managers and staff, exercising discretion and diplomacy when handling sensitive or complex matters.
- Proactive and solutions-focused, with the ability to work independently while maintaining close collaboration with the other People & Culture Manager.
- Adaptable and flexible, ensuring a smooth and collaborative approach to HR processes generally.
- Committed to ensuring compliance and efficiency in HR systems and processes.

Working Conditions: Limited travel will be required for attending meetings or events within the UK. Flexibility in working hours may occasionally be needed to meet the demands of the role.

*This job description is subject to regular review and may evolve to meet the needs of MyBnk, ensuring ongoing alignment with the organisation's objectives and compliance with relevant legislation. Please also note this post is subject to satisfactory references, one of which must be from your current or most recent employer, and DBS/equivalent checks.*





# Benefits



**25 days per year annual leave, pro rata full time equivalent (plus bank holidays and Christmas break closure).**



**Flexible working policy.**



**Income protection insurance.**



**Death in service insurance.**



**Cash Health plan.**



**Learning and Development Opportunities**



**Enhanced maternity, paternity and adoption leave and pay.**



**Pension scheme.**



**Season ticket loans.**



**Cycle to work scheme.**



**Employee Assistance Programme**





# How to apply

## Deadline

The closing date for this role is: **Sunday 23rd March 2025 at 11:59pm.**

## To apply for this role

1. [Click here to access our vacancies site;](#)
2. Enter your details and submit a CV and supporting statement of no more than 2 pages outlining how you meet the criteria for the role and your interest in MyBnk.

If you have any questions or require any adjustments during the recruitment process, please email **[jobs@mybnk.org](mailto:jobs@mybnk.org)**



