



Job description

People and Culture Advisor

Key details

Detail	Information
Job title	People and Culture Advisor
Responsible to	Head of People and Culture
Responsible for	N/A
Hours of work	Negotiable, between 15 to 20 hours per week over 2 to 3 days (ideally covering a Monday/Tuesday and/or Thursday)
Salary	£35,000 per annum, pro rata
Department	People & Culture
Employment type	Permanent

How to apply

Apply at: <https://apply.workable.com/cimspa/>

Who to contact

Joanna Stevens

Head of People & Culture

Joanna.stevens@cimspa.co.uk

People and Culture Team

peopleculture@cimspa.co.uk

Deadline

The closing date for applications is **Friday 28th August 2026**.

Next steps

- We will sift through all applicants within a week of the closing date and will be in touch regardless of the outcome.
- If successful, interviews will be held in Loughborough on **7th and 8th September 2026**.

An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector workforce, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



About this role

Strong organisations do not just manage people processes — they create environments that reflect their culture and values, enabling people to thrive and genuinely enjoy coming to work.

At CIMSPA, our People and Culture Team is central to making this real. We provide practical, people-focused HR support that helps managers lead confidently, colleagues feel supported, and decisions remain fair, consistent, and grounded in our values.

Reporting to the Head of People and Culture, this is a supportive role where you will provide professional HR advice and guidance to managers and colleagues across the organisation. You will support employee relations casework, manager capability, policy implementation and upkeep, people processes, wellbeing matters and wider People Strategy initiatives.

This role is an excellent opportunity for an experienced HR professional who understands that effective HR is not just about policies and processes, but about enabling and supporting people. You will act as a trusted point of contact for managers and colleagues, combining sound HR expertise with coaching to strengthen confidence, consistency and positive employee experience.

Working closely with the Head of People and Culture and the People and Culture Admin Officer, you will help deliver the People Strategy, ensuring that people processes are compliant, efficient and aligned with CIMSPA's values and culture.

This role is based at our head office in Loughborough, with an expectation of two days per week worked from the office. Specific arrangements can be discussed during the recruitment process.

Job description – key tasks

Employee Relations & Advisory Support

- **Firstline employee relations support** — Act as a trusted first point of contact for people related matters, building effective relationships with managers.
- **Manager coaching** — Coach managers on people related matters to support confident and consistent people management.
- **HR documentation** — Prepare accurate and compliant HR documentation, including formal letters, guidance notes and manager briefings.
- **Fair case management** — Ensure people matters are managed fairly, consistently and in line with legislation and best practice.
- **Policy application** — Support managers to apply people policies effectively and hold constructive conversations.
- **Capability tools** — Develop practical toolkits, templates and training materials that strengthen manager self-service.
- **Risk escalation** — Identify and escalate complex employee relations, legal, safeguarding or reputational risks to the Head of People & Culture.

HR Operations & Compliance Support

- **Process monitoring** — Monitor HR processes, using feedback and data to identify trends and improve efficiency.

- **Legislative compliance** — Support compliance with UK employment law, safeguarding and health & safety requirements.
- **Legislative updates** — Translate employment law changes into clear, practical guidance for managers.
- **Governance support** — Assist with audits, reporting requirements and people related governance.
- **Policy maintenance** — Maintain people policies, templates and guidance in line with legislation and best practice.
- **Lifecycle processes** — Support key lifecycle processes including recruitment, induction, probation, contractual changes, family leave, flexible working and leavers.
- **Systems improvement** — Contribute to improving our HR systems, workflows and documentation to enhance user experience.

Learning, Development & Engagement Support

- **L&D coordination** — Support the coordination and delivery of learning and development initiatives.
- **Engagement & wellbeing** — Contribute to engagement, wellbeing, retention and recognition activities.
- **Performance frameworks** — Assist with administering and monitoring our performance and development frameworks.
- **Culture initiatives** — Support organisational initiatives that promote an inclusive and positive workplace culture.

- **Internal groups** — Contribute to the People & Culture staff group and Sub-Board Committee.
- **Inclusive practices** — Champion inclusive practices, including recruitment, reasonable adjustments and EDI initiatives.

Data, Reporting & Project Support

- **HR metrics** — Support the production and analysis of HR metrics, reporting and management information.
- **People projects** — Assist with people projects, change initiatives and delivery of the People Strategy.
- **Workforce trends** — Support the monitoring of workforce trends and people related risks.
- **Insight driven improvement** — Use data and insights to identify improvement opportunities.
- **Trend monitoring** — Monitor absence, wellbeing and engagement trends to support proactive interventions.

General

- **Confidentiality** — Maintain confidentiality and professionalism at all times.
- **Values ambassador** — Role model CIMSPA's values and behaviours.
- **Other duties** — Undertake any other duties commensurate with the role.

Job description – person specification

Essential skills, knowledge and experience

- **CIPD qualification** — Minimum of a CIPD Level 3, with Level 5 achieved or being worked towards.
- **HR advisory experience** — Proven experience as an HR generalist or HR Advisor with a strong employee relations focus.
- **Employment law knowledge** — Sound working knowledge of UK employment legislation and HR best practice.
- **Manager coaching** — Experience advising, training or coaching managers on people processes and employee relations matters, offering pragmatic, balanced advice.
- **Organisation & prioritisation** — Excellent organisational skills and ability to manage competing priorities.
- **Interpersonal skills** — Strong relationship building skills and confident interpersonal communication.
- **Communication skills** — Excellent written and verbal communication.
- **Confidentiality** — High level of discretion and ability to manage confidential information appropriately.
- **HR systems & records** — Experience maintaining HR systems, records and documentation.
- **Data confidence** — Comfortable using HR systems and people data to analyse information, identify trends and make practical recommendations.
- **Attention to detail** — Strong attention to detail.

- **Microsoft 365 proficiency** — Proficient in Word, Excel, PowerPoint and Outlook.
- **Policy & process experience** — Experience advising on family friendly policies, flexible working, probation and contractual changes.
- **GDPR & data handling** — Understanding of GDPR, confidentiality and good practice in managing employee information.
- **Improvement mindset** — Proactive, improvement focused and able to constructively challenge while offering supportive, commercially aware HR advice.
- **Values led practice** — Commitment to inclusive, values led people practice and positive employee experience.
- **Autonomy & collaboration** — Ability to work autonomously and collaboratively to solve problems, make sound decisions and influence positive outcomes.
- **Influencing skills** — Confident in influencing managers and colleagues using sound judgement, clear communication and values led leadership.

Desirable skills, knowledge and experience

- **Change support** — Experience supporting organisational change initiatives.
- **HR metrics & reporting** — Experience producing or analysing HR metrics and people data.

- **Data driven insight** — Confidence using HR data to identify trends, highlight risks and make recommendations.
- **HRIS experience** — Experience using HR information systems.
- **Wellbeing & engagement** — Knowledge of wellbeing, engagement or learning and development initiatives.

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitiveness: attuned to the needs of others.
 - Welcoming: make others feel welcome through patience, respect and kindness.
 - Encouraging: supports others and nurtures their development.
 - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
 - Change: able to adapt to and make changes.
 - Progression: can facilitate steps to achieve progression.
 - Inventive: uses resources flexibly.
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We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
 - Approachable: being available, listening and having an affinity with others.
 - Confidence: poise; demeanour; control; capable; articulation; grace.
 - Reflective awareness: think critically leading to self- improvement.
 - Self-management: reflective behaviour allowing you to improve performance.
 - Awareness of others: ability to influence others.
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We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
 - Interactive: communicates effectively.
 - Energetic: passionate; enthusiastic; positive.
 - Sociable: amenable; approachable; interacts.
 - Motivational: encourages others to achieve goals.
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We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
 - Solutions not problems.
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Working for CIMSPA

Everyone deserves a great workplace. Everyone deserves to want to come to work and to feel that they are making a difference. Everyone deserves to be valued and trusted by their employer and to be allowed to learn and grow in their role. This is our aim at CIMSPA.

We take our culture and our employees' well-being seriously.

These days, like much of the world, we're operating in hybrid working conditions but love to see our colleagues getting together in the office, finding out about each other and enjoying the camaraderie.

We believe in our people and are committed to providing a stable, positive and supportive working environment. In our view, a healthy and happy workforce are better equipped to do their best work and more importantly, enjoy their lives inside and outside the workplace.

Quarterly team meetings give us a chance to connect with colleagues and celebrate our successes and catchup on how we are all doing. We also give out our quarterly staff awards, a real opportunity for you to recognise your colleagues.



Working for CIMSPA

What you can expect:

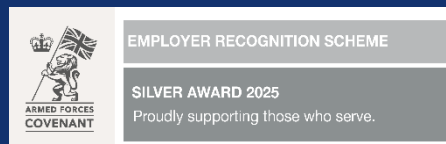
- Hybrid working arrangements with the opportunity to work in the office and remotely from home
- Competitive salary and enhanced contributory pension.
- Unlimited holidays plus bank holidays.
- Life assurance.
- Health Cashplan.
- Enhanced and equal maternity, paternity, adoption and surrogacy leave.
- Monthly healthy living allowance: up to £30 per month.
- New starter support: £250 home office equipment payment.
- Welcome box.
- Range of flexible benefits including retail discounts, employee assistance programme, Cycle to Work scheme, free onsite parking, onsite shower facilities, free tea and coffee etc.

And that's not all...

We believe work should be enjoyable and rewarding and we believe it is. Here at CIMSPA, we offer more than just the basics...

- One-to-one time with our CEO.
- Quarterly staff awards.
- Flexible working.
- Employee of the year award.
- Regular team events.
- Funded qualifications.
- Personalised development plan.
- Employee committees

And importantly, you have a voice!



The Chartered Institute for the Management of Sport and Physical Activity

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