



## People Manager

PROPER's story is rooted in its people and our talented team have shaped our culture and made us the business we are today. Having grown the team to 50, we now want to add real rigour to our people processes, championing the people agenda and evolving our culture in support of our big ambitions. This is an amazing opportunity for a passionate and smart HR professional to help shape our new people function and make meaningful change happen in a vibrant company.

### The person:

This person will be proactive, energetic and highly organised, ready to make an impact in a fast-paced environment. Working in support of every PROPER team member, they will be warm and approachable with brilliant communication skills.

### The role:

Your role will be focussed on the day to day management of people operations, implementing and improving our people processes and initiatives. This is a new role, in which you will help lay solid foundations for our people function, whilst searching out new and progressive ways of doing things.

Your responsibilities:

- **People operations:** Effective handling of day to day employee requests regarding people policy and issues. Review people management systems, guidelines and templates, to make the life of the PROPER employee as simple and productive as possible.
- **Recruitment:** Support sponsors throughout recruitment process, assisting in finding talent, screening and enrolment.
- **Onboarding:** Lead the onboarding process, ensuring smooth integration of new members into the team.
- **Inductions:** Manage the induction process across the business, ensuring all new joiners, returners or movers are armed with the knowledge they need to succeed in their roles. Continually evolve both inductions and onboarding to ensure all information remains relevant and inspiring.
- **Learning & Development:** Ensure all employees are enrolled on our L&D programme, monitoring and reporting on feedback from modules and managing relationships with practitioners.
- **Compensation and benefits:** Work with our finance team to review and improve the benefits available to our team.
- **Annual processes:** Ensure efficient and timely roll out of our annual processes, making objective setting and review periods as clear and simple as possible for the team.
- **Employer brand:** Manage our LinkedIn career and Glassdoor pages. Update our Candidate Pack and external People communications to ensure we're attracting the very best talent.

- **Reporting:** Coordinate our engagement survey and report on results and trends.

### Requirements:

- Minimum 3 years' experience in an HR or People role
- Experience and knowledge of a range of HR disciplines, HR operations (procedures and policies) is a must have.
- Outstanding interpersonal and communication skills
- CIPD qualification is a positive but not mandatory

### About PROPER:

Cassandra and Ryan launched PROPER eight years ago, cold-calling and packing boxes of popcorn from their living room. Since then, we've grown into one of the fastest growing businesses in Europe and the no.1 independent snack brand in the UK. Our passionate team continue to have even bigger and better global ambitions, so there couldn't be a better time to join this incredibly dynamic and creative company.

Last year, we were awarded the "Best Brand to Work For" by Creative Pool and we're very proud to be a certified B Corp. Our canal-side, London office is home to our team of 50 and several other brilliant start-ups. A 10-minute walk from Angel and Old Street, we have an in-house chef who makes us breakfast and lunch and you'll get unlimited holiday after 2 years at the company. Goes without saying you'll have an unlimited supply of snacks as well!

If this sounds like the role and team for you, please send your CV to [rebecca@proper.co.uk](mailto:rebecca@proper.co.uk). We'd also appreciate a short covering note in which you answer the following questions:

- Why you're looking to join PROPER at this stage of its growth?
- What do you think you could bring to the team both personally and professionally?
- What is your current salary and working pattern? And what are your expectations for your next move?