



## **JOB DESCRIPTION**

<b>Position:</b>	HR Director
<b>Reports to:</b>	Deputy CEO
<b>Salary:</b>	Dependent on Experience
<b>Location:</b>	London, UK or Dumfries House, Scotland with flexible working arrangements offered

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

We are seeking a dynamic HR Director to lead the Human Resources function and drive strategic people initiatives that align with our organisation objectives.

As a key member of the Senior Leadership Team, you will provide expert HR advice to our leadership team, Managers and staff, ensuring fair and equitable employment practices and fostering excellent employee relations.

## Key Tasks

Specific Duties will include:

- Strategic Leadership: Develop and implement a 3-year HR plan aligned with corporate governance and organisation goals.
- People Management: Develop, and lead the HR team to deliver professional, responsive HR services.
- Policy & Compliance: Oversee people related policy development, monitor employment law changes, and ensure best practice across both organisations.
- Equality & Diversity: Champion inclusion through networks, positive action initiatives, and awareness programmes.
- Reward & Benefits: Lead job evaluation, pay benchmarking, and benefits reviews to maintain fairness and competitiveness.
- Talent & Succession: Design recruitment strategies and assessment practices to attract and retain talent.
- Learning & Development: Drive training plans, career frameworks, and in-house programmes to build organisational capability.
- Governance & Reporting: Manage HR budgets, provide annual reports, and deliver accurate management information.

## Person Specification

The essential skills, knowledge and experience required are:

- Proven experience in a senior HR leadership role.
- Strong knowledge of employment law, strategic HR management, and corporate governance.
- Expertise in equality, diversity, and inclusion initiatives.
- Excellent communication and influencing skills at all levels.
- Ability to lead and influence organisational change and deliver innovative HR solutions.

## Other:

- A degree of flexible hybrid working may be possible, while the position may also require periodic travel in the UK.
- Your working hours will be 37.5 hours per week, Monday to Friday. May consider part time hours for the right candidate.
- You must have the legal right to work in the UK.

**Applications:** Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Friday 5<sup>th</sup> of June 2026 at 5pm.**

**CLOSED**