

# Bloody Good Employers Programme Manager

**Job title:** Bloody Good Employers (BGE) Programme Manager

**Contract type:** Part-time with an ambition to move to full time

**Salary:** £21,000 based on 21 hours per week at a full time salary of £36,000

**Start date:** ASAP

**Location:** BGP works remotely and flexibly. Ideally the postholder will be able to work in person, in a London location, at least once per month at a team meeting. Routinely the role will be home-based, with the option for in-person co-working at frequent intervals.

**Reporting to:** Commercial & Development Director

**Application deadline:** Thursday 7th Sept (end of the day 23:59)

We strongly encourage applications from those with lived experience of the issues on which we work, namely period poverty, and/or experience of refugee or asylum-seeker status.

While the successful candidate will be selected purely on merit, in the event of a tie between two candidates with equal suitability, we may select a candidate with lived experience of the issues we are seeking to address through our work.

There is a specific support and budget available to support the professional development of BPOC members of the team as well as training budget available for all employees.

We will be holding an online drop-in session at 12:30pm on 22nd August where potential applicants can hear more about BGP and the vacancy which you can register for [here](#).

## Who We Are

Bloody Good Employers (BGE) is an award winning social enterprise that works with UK employers to review and improve workplace menstrual and gender equity. Through the sale of the BGE accreditation programme and taster workshops, we generate profit to donate to our parent charity; Bloody Good Period.

Bloody Good Period (BGP) is a charity which provides period products to those who can't afford them, and menstrual education to those less likely to be able to access it.

We also help everybody talk about periods, because we believe everyone should be able to talk about bleeding without shame, and nobody should be at a disadvantage because they menstruate.

## **Context**

Since launching in September 2021, 17 employers have signed up to Bloody Good Employers accreditation programme and we have delivered taster workshops to 20 employers across public, private and third sector. This year we were awarded Natwest's Social Enterprise 100: Equality Award for our commitment and leadership within ED&I.

Whilst BGE is its own social enterprise, the team work closely and collaboratively with the wider BGP team. This role will report into the Commercial & Development Director and will work closely with the freelance BGE workshop facilitators and administrative team. There will also be the opportunity to actively participate in and help shape BGP's wider culture.

The BGE Programme Manager will be responsible for the delivery and refinement of the award-winning BGE offering. They will work closely with employer partners to progress them through the stages of the accreditation programme and ensure the smooth delivery of taster workshops. This position will be responsible for the management of workshop facilitators and the tasks carried out by admin support in getting meetings, sessions, invoices and payments arranged.

This role will also have knowledge and experience of HR procedures and familiarity with the challenges faced by HR functions with a view to BGE being able to provide support to employer partners from somebody with expertise in this area.

In addition, given the opportunity for this role to benefit the Bloody Good Period group (both BGE and the parent BGP charity) more broadly, this role will also advise on internal HR decisions and processes

## **What will the BGE Programme Manager be doing?**

- Own the delivery and refinement of the BGE offering which includes;
  - direct management of relationships with BGE partners, who are usually those responsible for internal HR strategy / initiatives
  - managing the refinement of the BGE accreditation programme and the wider BGE offering

- working with the BGP Communications Manager, and external agencies, managing the production of BGE assets such as presentations, graphics, templates etc
- Managing workshop facilitators and the tasks executed by admin support in the administration of the BGE programme (setting workshop dates, workshop recordings etc)
- Feed into budget planning owned by the Commercial & Development Director to secure budget for programme delivery (e.g. cost of facilitators) and also refinement (e.g. cost to onboard and train new experts)
- Keep the CRM updated as part of efficient and sustainable programme management (shared responsibility across all team members)
- Given the nature of a small team / start up, we are at the stage where we are aiming to formalise our own internal HR / EDI strategy and processes - given the experience we are looking for for this role, we would like some of your time to be spent providing guidance / advice to senior leadership on what our own strategy should look like and any prior insights you have from your experience

In the future this role could also:

- Conduct detailed sales calls with confirmed leads gathered from BGE CoFounder and / or the Commercial & Development Director
- Organic lead generation through networking and utilising existing network
- Represent BGE from a thought leadership perspective in conversations around HR and DEI - the more “specialist” conversations around technical HR practices and what good looks like

## **What experience are we looking for?**

### **Essential**

- Worked within or led an internal HR / EDI team or have experience of delivering HR strategies and initiatives with a strong understanding of the common HR processes and the challenges faced by HR professionals

- Experience of developing and managing relationships with a range of stakeholders
- Excellent communication skills including the ability to provide consultative support and recommendations to manage challenges
- Excellent organisation skills, with the ability to set a plan and drive it forward
- An ability to work independently and proactively in a startup environment
- A demonstrated passion and commitment to EDI in the workplace but also in wider activist contexts

### **Desirable**

- CIPD qualified (or similar HR qualification)
- Have worked in a B2B context such as consulting or as an external service provider
- Comfortable with or a desire to develop confidence in public speaking / thought leadership contribution
- A demonstrated interest or experience working specifically in menstrual and / or gender equity

### **How to apply**

Send your CV and a document answering the three questions below to [employers@bloodygoodperiod.com](mailto:employers@bloodygoodperiod.com) with the subject “Bloody Good Employers PM Job Application” by Thursday 7th Sept 2023 (end of the day 23:59)

- **Please provide 1 - 3 examples of your experience that you believe demonstrate your suitability for this position.**
- **What do you believe are the key challenges faced by HR professionals today and how can they be managed?**
- **Please provide an example of how you have demonstrated your passion / interest and commitment to Equality, Diversity and Inclusion, specifically gender and / or menstrual equity.**

### **The process**

- On the 22nd August at 12:30 BGE Cofounder Joe Gray and Commercial & Development Director Elysha Paige will be hosting a call where you can meet the team and find out more about the role. You can register for that [here](#).

- Selected candidates will be invited to a first stage interview (online): 14th / 15th September 2023
- Successful candidates will be invited to a second stage interview (face to face in London or online can be arranged): 26th September 2023