



PEOPLE & CULTURE MANAGER

ABOUT US

AEI Group is a community of ventures and creators focused on empowering future generations of talent through music. With over 25 years' experience, AEI Group works with entrepreneurs and talented people across our music ventures, live events, and community spaces whilst on a tireless mission to transform the culture of the music industry to create a positive, healthy and happy working environment for all.

As an organisation we celebrate and support our team members from all backgrounds and are working to build an adaptable culture of mutual allyship, and an environment where everyone is comfortable being themselves 100% of the time. We actively encourage applications from people of every race, gender, religion, age, disability and the LGBTQIA+ community.

ABOUT THE ROLE

To take ownership of the AEI people function with a focus on building and maintaining AEI's unique culture whilst overseeing talent acquisition and development. The role will be responsible for creating and implementing best practice policies and procedures across recruitment, development, succession planning, well-being, culture, and diversity. The People & Culture Manager will provide support and facilitate the development of teams, managers, and leaders. The People & Culture manager will reinforce AEI's culture by "living and breathing" the Core Values.

RESPONSIBILITIES

Culture and Engagement

- Strengthen engagement by implementing the AEI culture and value proposition, companywide.
- Promote and curate ways to increase employee well-being, motivation, and happiness.
- Organise the AEI social calendar whilst working to budgets.
- Manage and move forward AEI's strategy regarding diversity, equity and inclusion - managing the DEI Committee, taking responsibility for the roll-out of training, initiatives, partnerships and ensuring the business is progressive in policies and practices.
- Support the Leadership Team in achieving the 1-, 3- and 5-year goals for people and culture.

Talent Acquisition

- Implement strategy around talent acquisition.
- Build a strong pool of talent for future hires.
- Oversee and manage end to end recruitment processes.
- Implement and document robust formats for recruitment, onboarding, and reviews.
- Create development and coaching strategies to retain team members.

HR Management

- Establish a set of metrics to cover each area of the people function, i.e., recruitment, engagement, retention, performance, training and development.



- Be accessible as the first point of contact for team members on HR matters. Providing assistance to line managers in all people related matters.
- Manage ER (employee relations) cases, as well as coaching and training line managers where necessary in these matters.
- Be the point of contact for benefits queries and support development of the company offering.
- Oversee and manage the HR system, People HR, monitoring team movements and reporting to the Leadership Team on a quarterly basis.
- Develop an accessible company handbook to support new starters as well as current team.

ABOUT YOU

- Willingness to manage a standalone role within a dynamic company.
- Previous HR Management or People & Culture experience.
- Comfortable working in a creative environment, with a drive to promote innovation and an ahead of the curve mentality.
- Authentically engaged with diversity, equity, and inclusion. Willingness and understanding of how to approach the subject in the workplace.
- Proactive, with the ability to remain motivated whilst working autonomously.
- Experience managing disciplinaries, grievances and absence management etc.
- Experience influencing and advising on people matters at all levels, from executives to assistants.
- Comfortable leading difficult conversations with patience, tact and empathy.
- Meticulous approach to tasks.
- Skilled in listening, communication, and diplomacy.
- Encourages and orchestrates teamwork.
- High level of efficiency.
- Able to complete projects in a timely fashion.

COMPANY BENEFITS

- Remote and flexible working (with the ability to attend team meetings in GMT time zone).
- After 6 months probation, unlimited holiday allowance, plus additional personal days and flexible religious holiday observance.
- The option of attractive London-based working sites in Bankstock and the halley in Haggerston, including studio access.
- After 6 months probation, private healthcare cover, including dental and optical.
- Enhanced parental leave (blind policy), up to 6 months off at full pay (following 12 months continuous employment).
- Annual all company summit, conferences, workshops, and one on one coaching for individual development.
- Well-being programs.
- Cycle to work scheme.
- Pension scheme.
- Sabbaticals options available after 5 years of service.



TO APPLY

Please submit your CV along with answers to the below questions to recruitment@belovd.agency

- In 100 words or less, please tell us how you think People & Culture differs to HR?
- In 100 words or less, thinking about previous roles you've worked in, if there were no restrictions (financial or otherwise), is there anything you would have liked to implement (e.g. policies, projects, or programmes) and what value do you think they would have added?
- In 100 words or less please tell us why you want to work with AEI?

AEI Group is open and happy to make any reasonable adjustments as required throughout the interview process to increase accessibility.