

Apex Scotland
Head of People

Salary:	Starting salary £45,000
Hours:	Full Time, 35 hours per week
Location:	Our National Team is based in Edinburgh; all employees work a hybrid model with time in the office and home working. The postholder will be expected to travel throughout Scotland as part of this role.
Reporting to:	Director of Fundraising, Marketing and Communications
Direct Reports:	HR/Payroll Officer
Benefits:	Private stakeholder pension: 9% employer contribution & 5% (minimum) employee contribution Death in service benefit: 2 times salary. Holidays: 25 days (increasing to 30 after 5 years continuous service) + 14 public holidays Enrolment to the Hospital Saturday Health Plan which includes an Employee Assistance Programme together with access to Perkbox which includes a range of discount opportunities and offers

Who we are

Apex Scotland helps people with experience of the justice system in Scotland move towards a new life through support, training and hope. Since we started, thousands of people have benefited from our individual approach, and with your help, we can be there for so many more. This is an exciting time to be joining Apex Scotland following a period of transformational change as we embark on our new three-year strategic priorities framework and launch on our new visual identity and brand.

The Opportunity

The Head of People will lead our organisation's people strategy, creating a culture where staff feel valued, supported, and empowered to deliver life-changing impact. This new role will be responsible for shaping and implementing a progressive people strategy aligned to Apex Scotland's mission and values. This senior leadership role will ensure we attract, retain, and develop talented staff and volunteers, embed equity and inclusion, and promote a positive, collaborative culture across the organisation.

Key Priorities:

The Head of People will lead the development of a positive, inclusive, and high-performing workplace culture that reflects Apex Scotland's values and mission. Their priority is to ensure that our people—staff and volunteers—are supported, motivated, and equipped to deliver life-changing support to those with justice system experience.

This includes strengthening organisational capability through effective workforce planning, learning and development, and robust HR practices; embedding equity, diversity, and wellbeing in all aspects of our work; and fostering strong leadership at every level. By aligning people strategies with Apex Scotland's vision of "A Future Beyond Your Past," the Head of People will play a pivotal role in enabling our organisation to thrive and sustain its impact.

Duties and Responsibilities:

Strategic Leadership

- Develop and deliver a People Strategy aligned to Apex Scotland's organisational objectives.
- Provide leadership on all workforce matters, acting as a trusted advisor to the Chief Executive, Board, and senior leadership team.
- Champion equity, diversity, and inclusion (EDI) across the organisation.
- Contribute to organisational strategy and decision-making as part of the wider executive team.

Workforce Development & Culture

- Build a positive, values-led organisational culture that promotes wellbeing, collaboration, and continuous improvement.
- Lead on learning and development programmes, ensuring staff have the skills and knowledge to deliver excellent support to participants.
- Lead on a performance development framework which supports continuous improvement in how the organisation delivers its mission.
- Develop leadership and management capability across Apex Scotland through internal training and mentoring.

- Foster staff engagement and support effective internal communication across teams, including leading on a monthly newsletter.

HR Leadership & Compliance

- Oversee all HR functions, including recruitment, onboarding, employee relations, performance management, and reward frameworks.
- Oversee the management of people operations suppliers, including with payroll and pensions, and setting and tracking the People and Culture budget in support of our people priorities
- Full management of the PVG process for all staff and Trustees
- Lead on staff resource changes connected to contract tenders, including the TUPE of staff in and out of Apex Scotland.
- Ensure HR policies and practices are legally compliant and reflect best practice in the Scottish charity sector.
- Support line managers with complex HR casework and employee wellbeing issues.
- Lead on workforce planning, succession planning, and organisational design.

Wellbeing, Safeguarding & Beyond Trauma Approach

- Ensure staff wellbeing is prioritised through proactive policies, initiatives, and support mechanisms. This includes the relationship management for Apex Scotland employee support programme providers.
- Work closely with the Safeguarding Lead to maintain a safe environment for staff, volunteers, and participants.
- Collaborate with the Head of Service Development and Compliance on how the organisations beyond trauma approach is imbedded in the organisations support for the team. Ensuring that our systems of working imbed best practice, mirrored in the work with participants.
- Chair employee working groups including the employee engagement forum and other relevant working groups pertinent to the delivery of the people strategy.

Volunteers

- Develop and introduce a volunteer strategy which supports the high quality delivery of our national services, which aids staff capacity and delivers improved outcomes for our participants.
- Support the recruitment, development, and retention of volunteers as a valued part of Apex Scotland's workforce.
- Ensure appropriate frameworks are in place to support volunteers effectively

Who you will be working with

- The Senior Leadership Team
- Executive team
- Charity partners, local authorities and Scottish Government representatives
- Apex Scotland appointed solicitors
- Training providers, suppliers and partners related to the people strategy and programmes

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Preferred Candidate Profile

We are looking for a dynamic and values-driven leader to join Apex Scotland as our Head of People. The successful candidate will bring both strategic vision and hands-on expertise, ensuring our people are supported, empowered, and inspired to deliver on our mission of creating “a future beyond your past.”

You will have senior-level experience in HR or people leadership, with the confidence to shape and implement strategies that strengthen culture, performance, and wellbeing across the organisation. Skilled in workforce planning, employee relations, and organisational development, you will understand how to balance operational priorities with longer-term goals.

As a natural communicator and relationship builder, you will bring the ability to influence, coach, and support colleagues at all levels. You will be passionate about embedding equity, diversity, and inclusion into everything we do, and you will create an environment where staff and volunteers feel valued, respected, and able to thrive.

This role will suit someone who is adaptable and resilient, able to navigate complexity and lead through change with empathy and clarity. You will be motivated by a commitment to social justice and by the opportunity to make a tangible difference in people's lives.

Skills and Experience:

Essential:

- Significant experience in a senior HR/People role, preferably within the voluntary, public, or justice sector.
- Chartered CIPD membership level 5 as a minimum
- Strong knowledge of Scottish employment law and HR best practice.
- Proven track record of developing and delivering people strategies that drive cultural change.
- Excellent leadership and influencing skills, with experience advising senior leaders and boards.
- Experience in building inclusive workplaces and embedding EDI across an organisation.
- Ability to balance strategic vision with hands-on operational delivery.
- Strong interpersonal skills with the ability to build trust and manage sensitive issues effectively.

Desirable:

- Experience in the justice, social care, or community support sectors.
- Knowledge of safeguarding and trauma-informed practice.
- Experience in workforce planning and organisational change.

Personal Attributes:

- Highly self-motivated with an effective leadership style and a self-managing "can do" attitude
- Approachable, warm and engaging
- Self-directed, results-driven and able to multi-task
- Solutions oriented with strong influencing skills
- Strong collaborative spirit
- High levels of personal and professional integrity

- Strong attention to detail and quality
- A commitment to diversity and inclusion
- Willingness to challenge stereotyping, prejudice, discrimination and bias
- Resilience and adaptability
- Commands respect whilst observing others' dignity
- Working in accordance with our values.