



HR transformation director

Directorate

Operations

Team

People and organisational development

Reporting manager

Chief operating officer (COO)

Dotted line reports

Associate director, people and organisational development (AD, POD)

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The operations directorate provides professional support services for the organisation. Its role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals and achieving our vision. We do this through the development of commercial opportunities, legal compliance, finance, IT and facilities, business planning, people and organisational development, impact evaluation, insight gathering, innovation and strategy delivery.

The people and organisational development team supports the charity with recruitment and selection, onboarding, reward and recognition, HR policy and procedure, employee relations, performance management and talent and career management. It also includes learning and development, internal communications and engagement and the volunteering team and works to support our commitment to equity, diversity and inclusion.

Job purpose

To lead the organisation's people and organisational transformation agenda during a critical phase of strategic delivery. The strategy was launched in 2025 and is currently being operationalised.

Working closely with the AD, POD, COO, senior leadership team and board, the role will design and deliver a transformation programme that ensures the organisation's people strategy, culture, leadership capability and organisational structures are aligned with the newly launched organisational strategy.

The role will drive a step change in organisational effectiveness by modernising people practices, strengthening leadership capability, embedding a high-performing and inclusive culture, and ensuring the organisation has the workforce capability and operating model required to deliver long-term impact.

This role is offered as a 12-month fixed-term transformation assignment to lead priority strategic programmes, establish sustainable people and organisational frameworks, and embed new ways of working that support future growth and resilience.

Key tasks and duties

People transformation leadership

- Lead the design and delivery of the organisation's people transformation programme, ensuring alignment with the organisational strategy.
- Establish a modern people and culture operating model that enables organisational performance, agility and growth.
- Identify and deliver key transformation initiatives across organisational design, workforce capability, leadership and culture.
- Ensure transformation programmes are effectively governed, delivered on time, and embedded across the organisation.

Strategic workforce and organisational design

- Lead organisational design and workforce planning to ensure the organisation has the structure, skills and capacity required to deliver its strategy.

- Oversee restructuring or redesign initiatives where required to support strategic priorities.
- Introduce workforce analytics and data-driven decision making to strengthen strategic workforce planning.

Leadership and capability development

- Build organisational leadership capability through targeted leadership development programmes.
- Implement effective talent management, succession planning and leadership pipelines.
- Support senior leaders to develop high-performing teams aligned with organisational principles and strategic goals.

Culture and organisational effectiveness

- Lead cultural transformation initiatives that strengthen a purpose-led, inclusive and high-performing organisational culture.
- Drive improvements in employee engagement, collaboration and accountability.
- Embed organisational development practices that enable continuous learning, innovation and performance.

Executive and board engagement

- Act as a trusted adviser to the Senior Leadership Team and Board on people transformation, organisational design and culture.
- Provide strategic insights and reporting on workforce trends, leadership capability and organisational health.
- Support governance relating to people, culture and organisational effectiveness.

Governance, risk and compliance

- Ensure HR policies, governance and practices remain compliant with UK employment legislation and charity sector standards.
- Provide strategic oversight of employee relations, safeguarding and people-related risk management.
- Strengthen HR metrics and reporting to support evidence-based decision making.

General

- Adhere to all Breast Cancer Now's policies and procedures.
- Undertake any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Educated to degree level or equivalent professional experience	X	X
Chartered MCIPD or FCIPD (or equivalent) desirable	X	X
Significant senior leadership experience in HR, people transformation or organisational development	X	X
Proven track record of leading large-scale people or organisational transformation programmes	X	X
Experience of operating at executive or senior leadership level and shaping organisational strategy	X	X
Demonstrable experience of redesigning organisational structures, operating models or workforce strategies	X	X
Experience of advising senior executives and Boards on organisational change and people strategy	X	X

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Strategic thinker able to translate organisational strategy into practical transformation programmes	X	X
Deep expertise in organisational design, culture change and leadership development	X	X
Strong programme leadership and change management capability	X	X
Excellent influencing and stakeholder management skills at executive and board level	X	X

Ability to lead complex change while maintaining organisational engagement and stability	X	X
Strong analytical and data-driven approach to workforce planning and organisational decision making	X	X
Mission-driven with a commitment to social impact	X	X
Credible, collaborative and inclusive leadership style	X	X
High levels of integrity, resilience and emotional intelligence	X	X
Ability to inspire confidence and engagement during periods of change	X	X
Comfortable operating in fast-moving and evolving organisational environments	X	X

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Strong knowledge of UK employment law and HR best practice	X	X
Understanding of organisational change and transformation within complex organisations	X	X

Role information

Key internal working relationships

- COO
- Senior leadership team
- Wider people and organisational development team
- Organisational management team

Key external working relationships

You'll work closely with the following:

- Board of trustees

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in: 6 th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
Salary	The salary for this role is £95,000 per annum
Induction	It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.
Hours of work	35 per week, Monday to Friday
Contract type	Fixed term for 12 months

Medical research	<p>We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.</p>
Conflict of interests	<p>You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.</p>
Immigration, Asylum and Nationality Act 2006	<p>You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.</p>
Our commitment to equity, diversity and inclusion	<p>We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.</p>

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.