Job Description

Job Details

**Job Title:** Human Resources (HR) Coordinator

**Reports to:** Head of HR

**Direct reports**: None. The role will support our whole staff team (60 people)

**Office location**: Kennington, London SE11.

**Flexible working**: Hybrid working arrangements considered (minimum 2 days in office)

**Contract**: Full time (35 hours per week). Permanent contract.

**Salary**: £28,500 per annum

Purpose of Job

This role is responsible for the efficient and effective coordination of our Human Resources (HR) function, ensuring that our staff feel a strong sense of belonging to the Charity, and are well supported and connected, so that they can flourish in their roles.

This involves a range of coordination and administration responsibilities relating to the HR function, including supporting staff recruitment and induction, coordinating payroll, administering staff benefits and organising staff events.

The HR Coordinator will play a critical role to support our new Employee Value Proposition (EVP) for staff, and the delivery of our People Plan to enhance and improve how we attract, recruit, develop and retain diverse talent through an inclusive organisational culture.

Key accountabilities and responsibilities

* Be the main point of contact for all general HR enquiries from both managers and staff; exercising judgement and maintaining confidentiality at all times and referring more complex issues to the Head of HR.
* Maintain accurate and up to date records of personnel-related data (payroll, personal information, leavers, turnover rates etc.) and ensure that all required pre-employment checks are carried out (e.g. ID, visa, DBS, references).
* Coordinate the recruitment of new staff and create a positive experience for candidates through robust recruitment and induction processes.
* Lead the Recruitment Pillar of our People Plan to enhance and improve how we recruit staff, including that we recruit in line with our Equal Opportunities Policy.
* Deliver HR induction meetings, and create and maintain up to date records for all new starters. Support line managers to ensure that all inductions are robust and tailored to roles.
* Coordinate monthly payroll administration ensuring data accuracy and timely and efficient processing
* Plan, organise and coordinate staff meetings and events including bi-annual staff strategy days and summer/winter staff socials.
* Coordinate the implementation of online systems to ensure that our HR processes and procedures are efficient and effective.
* Manage and facilitate employee benefit requests and associated processes
* Administer Occupational Health screening and referrals and the Healthcare Plan acting as liaison between employees and providers.
* Maintain up to date knowledge of policies and procedures linked to Safeguarding, Occupational Health and Employee Wellbeing to ensure compliance.
* HR Representation on the EDI committee, actively contributing to meetings and providing timely responses to actions.
* Coordinate ad hoc HR projects and general duties as required, including administrative support to the Head of HR and CEO such as arranging Board meetings, and external meetings.

Person specification

|  |  |  |
| --- | --- | --- |
| Specification | Essential | Desirable |
| Minimum 1 year of previous HR experience in an organisation of similar scale (60 staff) | x |  |
| Confident written and verbal communicator | x |  |
| Excellent people skills with experience of employee / customer service | x |  |
| Work well under pressure with strong attention to detail, ability to multi-task, and excellent organisational skills | x |  |
| Strong track record of initiative and a solutions-based approach to solving problems and improving efficiency and effectiveness | x |  |
| Ability to handle sensitive information with high level of confidentiality and discretion | x |  |
| Team player | x |  |
| Proactive with strong commitment, drive and energy | x |  |
| Proficiency in IT skills including Microsoft, Google Drive, Survey Monkey and CRM database | x |  |
| Commitment to championing EDI to create a work environment where everyone feels valued and respected because of their differences | x |  |
| Experience of the developing and/or implementing HR processes and procedures such as recruitment and induction  |  | x |
| Level 3 CIPD qualified or equivalent Qualified or working towards |  | x |
| Experience of planning and organising staff events such as meetings and socials |  | x |
| Experience of working within the not for profit sector |  | x |
| An active interest in the urban environment and desire to fulfil Trees for Cities’ mission |  | x |

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity’s activities. Trees for Cities’ office is a no-smoking environment; all staff have a responsibility to keep the office clean and welcoming.

Occasional weekend and/or evening work may be required, particularly during the planting season (October to March), for which staff receive time off in lieu (TOIL).

This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as requested by his/her manager.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.

Staff Benefits

* 29 days annual leave in addition to public holidays
* Annual half day birthday leave
* Pension: Employees are required to make a minimum 3% contribution with Trees for Cities’ making an enhanced 5% employer’s contribution. Trees for Cities also offers the option to match additional contributions up to a further 2%.
* Parental Leave: Enhanced Maternity and Paternity Pay
* Enhanced Occupational Sick Pay: 3 days full pay during probationary period which increases to 10 days full pay after successful completion of probation (pro rata for part time staff and staff on fixed term contracts)
* Company Paid Healthcare with Simply Health
* Staff Socials (annual Staff Appreciation Day and End of Year Celebration)

Once salaried employees (permanent or fixed term) have successfully completed their probationary period, they are entitled to the following additional benefits:

* Professional development training budget
* Moving day allowance (up to one day per year in addition to their annual leave entitlement)
* Cycle to Work Scheme
* Employee Volunteering Day (one day)
* Career breaks in addition to annual leave linked to length of service.

Please note we are unable to provide visa sponsorship for this role, you must therefore have valid a right to work in the UK to apply to this role.