**JOB DESCRIPTION**

**Job Title:** People and Culture Co-ordinator

**Responsible to:** People and Culture Manager

**Location:** Glasgow or Edinburgh

**Grade:** £24,250 - £29,000

**Job Purpose:**

The People and Culture Coordinator will provide essential administrative and operational support to the People and Culture team. This role will assist in the implementation of HR strategies, ensure smooth daily operations, and contribute to fostering a positive, inclusive, and engaging work environment. Key areas of responsibility include supporting recruitment, managing HR systems, coordinating employee engagement initiatives, and ensuring compliance with HR policies and procedures.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

**Key Responsibilities**

**HR Support:**

* Administer and co-ordinate a **comprehensive HR service** to Children 1st
* **General Administration:** Provide comprehensive administrative support to the People and Culture team, including maintaining employee records, preparing HR documents, and managing correspondence.
* **Processes and systems:** continuous improvement and quality processes and systems development for all HR activities through creative problem solving and bringing new thinking and solutions to the organisation.
* **HRIS:** Assist with embedding and developing our HR Information System, including internal processes and practices.
* **Data:** Maintain and update the HR Information System, ensuring data accuracy and providing support to colleagues of HRIS related queries.
* **Recruitment Support:** Co-ordinate the recruitment process by posting job vacancies, scheduling interviews, and managing candidate communications.
* **Onboarding:** Assist with the onboarding process, ensuring new employees have a smooth and welcoming introduction to the organisation.
* **Employee Records:** Maintain up-to-date employee records, including contracts, performance reviews, and training records.
* **HR Metrics:** Prepare regular reports on HR activities, such as recruitment metrics, training participation, and employee engagement, to support decision-making.

**Employee Relations and Engagement:**

* **Employee Engagement:** Support the implementation of employee engagement initiatives, such as surveys, recognition programs, and team-building activities.
* **Wellbeing Programs:** Assist in organising and promoting employee wellbeing programs to support mental, emotional, and physical health.
* **Communication:** Act as a point of contact for employee enquiries, providing first-level support on HR policies, procedures, and benefits.

**Policy and Compliance:**

* **Policy Implementation:** Assist in the communication and implementation of HR policies and procedures, ensuring staff are informed and compliant.
* **Compliance:** Support the People and Culture Manager in ensuring compliance with employment legislation and organisational policies.
* **Reporting:** Prepare regular reports on HR activities, such as recruitment metrics, training participation, and employee engagement, to support decision-making.

**Learning and Development:**

* **L&D Coordination:** Assist the L&D Administrator, as and when required, to coordinate training and development activities, including scheduling sessions, managing attendance, and maintaining training records.
* **Development Opportunities:** Assist in identifying and promoting opportunities for staff development and growth within the organisation.

**Team Support:**

* **Project Support:** Provide support on various HR projects and initiatives as directed by the People and Culture Manager.
* **Continuous Improvement:** Contribute ideas and assist in the continuous improvement of HR processes and systems.
* **Diversity and Inclusion:** Champion diversity and inclusion initiatives ensuring a welcoming and equitable environment for all colleagues.

## Person Specification

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| --- | --- | --- | --- | --- |
| Need to Have  | Need to Show  | Need to Know  | Need to Be  | Core Values  |
| * A certificate in HR (e.g., CIPD Level 3) or equivalent experience in an HR administrative role.
* Previous experience in an HR administrative or coordinator role, preferably within the charity or non-profit sector.
 | * Strong organisational and time-management skills, with the ability to manage multiple tasks simultaneously.
* High level of accuracy and attention to detail in all aspects of work.
* Excellent verbal and written communication skills, with the ability to interact effectively with staff at all levels.
* Ability to work collaboratively within a team and across departments.
* Passion for the Charity sector and a commitment to our mission and values
 | * Knowledge and understanding of HR Information Systems and HR processes.
* Basic understanding of employment legislation and HR best practices.
* Knowledge of recruitment processes and best practices, including experience with applicant tracking systems.
* Experience of developing HR management information, including metrics development and performance reporting
 | * Flexible in approach to work
* Committed to Children 1st approach and the relational nature of our work.
* A self-starter who is proactive in identifying issues and finding solutions.
* Ability to handle sensitive information with discretion and maintain confidentiality.
* Willingness to adapt to changing priorities and support the team in various capacities.
* Alignment with the values and mission of Children 1st, with a commitment to fostering a positive workplace culture.
 | * Our core values guide how each one of us works in our individual day to day job:

**Respect*** Treating everyone with respect and fairness

**Integrity*** Being responsible and accountable

**Participation** * Involving others in our work

**Excellence** * Striving for the highest possible standards
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