



### JOB DESCRIPTION

<b>Post Title:</b>	<b>HR COORDINATOR</b>
<b>Salary:</b>	<b>£24 970 per annum pro rata</b>
<b>Hours:</b>	<b>2.5 days per week</b>
<b>Line Manager</b>	<b>Chief Executive</b>
<b>Responsible for:</b>	
<b>Annual Leave</b>	<b>26 days plus Statutory Days pro rata</b>
<b>Pension:</b>	<b>Contributory Pension Scheme – auto enrolment scheme operates</b>
<b>Location:</b>	<b>Head Office Leeds, subject to Covid 19 advice arrangements to work from home may be required.</b>

### Purpose of Job

The post holder will be responsible for coordinating the HR resources for employees and volunteers. There are currently between 20-30 employees and a similar number of volunteers. Both employees and volunteers are based in multiple locations across the UK including in our offices in Leeds and London as well as working or volunteering from home.

You will be responsible for implementing the Health and Safety policies and be the liaison point with our landlord's agents for day to day building or health and safety matters.

You will be responsible for updating and checking the monthly payroll information and support on the charity's recruitment process, arranging interviews, dealing with applicants, and acquiring references. This recruitment and onboarding role applies to both employees and volunteers.

You will be the contact point for our peoples' policies and will be required to lead on any updates or reviews to policies because of changes in legislation or good practice.

The postholder will support managers on important HR issues ensuring policy is followed and that timely guidance is sought from our employment law advisers.

The postholder will also be responsible for maintaining the organisations rota system for its 24-hour helplines.

### **Key Areas**

1. Employee and volunteer on-boarding
2. Payroll and attendance management
3. Policy updates and implementation
4. HR advice and support
5. Rota management
6. Health and safety and office management
7. Managing self

#### **1.0 Employee and volunteer on- boarding**

- 1.1 Support the Charity's recruitment process by drafting JD's, person specifications, placing adverts, arranging interviews, dealing with applicants, and acquiring references and carrying our DBS checks (employees and volunteers)
- 1.2 Planning induction processes including leading on health and safety and issuing of policies etc
- 1.3 Ensuring all contractual documentation and processes are carried out

#### **2.0 Payroll and attendance Management**

- 2.1 Checking the monthly pay submissions from the helpline team
- 2.2 Checking the monthly timesheets for office-based staff
- 2.3 Monitoring sickness absences for triggers and payroll issues
- 2.4 Issuing leave cards and monitoring issues with annual leave procedural compliance

#### **3.0 Policy Updates and implementation**

- 3.1 To review employment and volunteering policies in rotation or when legislation changes
- 3.2 To prepare policies for approval by the Board of Trustees
- 3.3 To be responsible for ensuring that all relevant team members are aware of the changes and their implications

#### **4.0 HR Advice and Support**

- 4.1 To support managers in implementing procedures under the HR policies and procedures
- 4.2 To support managers when using our peoples' policies and seeking advice from our employment law consultant when required
- 4.3 Be responsible for implementing healthy working initiatives

#### **5.0 Rota Management**

- 5.1 Responsible for maintaining the organisations 24-hour rota for our helpline and other services

#### **6.0 Health and safety and office management**

- 6.1 Responsible for the maintenance of a healthy and safe office environment across all Stop Hate UK sites
- 6.2 Responsible for the updating and implementation of all Health and Safety policies
- 6.3 Be the liaison point for the building managers for each location

#### **7.0 Managing Self**

- 7.1 To acquire and keep up to date a working knowledge of relevant policy, legislation, and operational practice.
- 7.2 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time.
- 7.3 The post holder's duties must always be carried out in compliance with the organisations Equality and Diversity Policy and other policies designed to protect employees or service users from Hate Crime.
- 7.4 It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men, bisexuals, and transgender people. The post holder should also counteract such practice or behaviour by challenging or reporting it.
- 7.5 Ensure the Health and Safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to

the nature of the post holder's duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974.

7.6 In addition to this the Management of the Health and Safety at Work Regulations 1992 detail the following:

- Employees must inform their employer or/supervisor of any work situation which might present a serious and imminent danger to Health and Safety.
- Employees must inform their employer or supervisor of any shortcomings in the Health and Safety arrangements even when no danger exists.

7.7 To undertake training and development as agreed between the post holder and their Manager.

### **Physical Conditions**

Based in our Head Office in Leeds, subject to Covid 19 advice arrangements to work from home may be required.

Car Parking not available on site.

### **Economic Conditions**

The salary is £24, 480 pro rata and is paid monthly by direct credit.

A minimum of 26 days holiday pro rata plus statutory public holidays.

An auto-enrolment pension scheme with 5% Employers' contribution.

### **Training**

The organisation encourages training both "in-house" and externally to meet the needs of the individual and of the organisation.

**23<sup>rd</sup> July 2020**



**EMPLOYEE SPECIFICATION – HR Coordinator**

ATTRIBUTES	RELEVANT CRITERIA		HOW IDENTIFIED	RANK
<p align="center"><b>1. Relevant Experience</b></p>	1.1	Proven experience of delivering a HR function including implementation of HR and H&S policies	Application Form/Interview Stage	A
	1.2	Experience of reviewing and producing HR policies	Application form/Interview Stage	A
	1.3	Experience of using a range of software	Application Form/Interview Stage	A
	1.4	Experience of delivering a HR function for a voluntary sector organisation	Application Form/Interview Stage	B
	1.5	Hands-on experience with Human Resources Management Software (HRMS)	Application Form/Interview Stage	B
<p align="center"><b>2. Education &amp; training</b></p>	2.1	Literacy and numeracy levels to meet the requirements of the post	Application Form/Interview Stage	A
	2.2	HR Foundation level qualification	Application form	B



<b>3. General and Special Knowledge</b>	<b>3.1</b>	Good knowledge of HR function	Application Form/Interview Stage	A
	<b>3.2</b>	Understanding of the needs of an HR function in a small organisation	Application Form/Interview Stage	B
<b>4.0 Skills &amp; Abilities</b>	<b>4.1</b>	Ability to work with conflicting demands, to tight deadlines and specific targets.	Application Form/Interview Stage	A
	<b>4.2</b>	Effective communication and report writing skills (oral and written) in English for a wide variety of audiences	Application Form/Interview Stage	A
	<b>4.3</b>	Ability to build effective relationships with volunteers and other colleagues	Application Form/Interview Stage	A
	<b>4.4</b>	Ability to work on own initiative and as part of a team	Application Form/Interview Stage	A
	<b>4.5</b>	Ability to design clear and fair company policies	Application Form/Interview Stage	A
	<b>4.6</b>	Excellent interpersonal and communication skills	Application Form/Interview Stage	A
	<b>4.7</b>	Can demonstrate a Problem-Solving attitude	Application Form/Interview Stage	A
	<b>4.8</b>	Ability to relate to people and be approachable across all levels of the	Application Form/Interview Stage	A



		organisation		
<b>5.0 Any Additional actors</b>	<b>5.1</b>	Ability and willingness to visit our other sites as required	Application Form	A
	<b>5.2</b>	Commitment to continue self development and willingness to undergo training as required	Application Form/Interview Stage	A
	<b>5.3</b>	Ability to speak/write a community language other than English	Interview Stage	C

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.

The letters A, B and C in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the As when starting the job to be able to do the job, you need to have all the Bs to do the job but they could be learnt during the induction and if you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Interview Stage for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application.

We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs to do this.



There may be some criteria that are ranked but are only identified through Interview Stage only. These criteria have been ranked to provide you with some guidance as to how important that aspect is, but you will only be assessed on that criteria during the Interview Stage and not from your application form.

Where criteria are to be identified through the “Interview Stage”, this may involve written exercises, practical tests, group discussions, presentations, interview etc.

<b>PS Reference No</b>	
<b>PS Amended/Prepared By</b>	RES
<b>PS Amended On</b>	23/7/20