HR Projects and Office Coordinator

Job Description and Responsibilities

Reports to: Head of HR / HR Business Partner
Direct Reports: None
Location of Role: Home-based with regular travel to Guildford Office expected
Contract: Permanent
Hours: Full Time (37.5 hours per week)
Salary: £22,500 - £26,520 per annum

Purpose of Role

The HR Coordinator will act as the initial point of contact for HR and office related queries in line with Cycling UKs policies and practices. The role holder will undertake role-based project coordination activities to support the delivery of HR services in line with the People and Engagement strategy.

Specific Duties

1. To provide first line support to the HR function throughout the employee lifecycle including, onboarding, recruitment, learning and development, wellbeing, performance, and absence management.

2. To provide first line support for queries relating to the in-house HR System.

3. To support the scoping, planning, delivery and co-ordination of HR projects and initiatives.

4. Working in partnership with the team to support the review and implementation of HR policies, procedures, and guides.

5. To assist with the recruitment and selection process, working alongside the senior HR practitioner to ensure inclusive recruitment methods are used, and the recruitment process is managed end-to-end efficiently and accurately.

6. To support in coordinating office related arrangements such as purchasing of stationery and office supplies, managing the office contractors and other services as and when required.

7. To ensure all paperwork and data is accurate and effectively stored in line with data protection and for clear access.

8. To work collaboratively with other departments within the Organisational Effectiveness team to optimise the employee experience.
9. To be active in supporting the development and maintenance of a culture that promotes equality and values diversity, through implementation of appropriate systems and communication with staff.

10. Contribute proactively to team meetings and strategic plans, to maintain and develop the charity’s income development activities.

11. Develop and maintain a good knowledge of Cycling UK’s charitable activities.

12. Support and contribute to organisation wide initiatives to facilitate cross team working.

This is a description of the job as it is presently constituted. It is the practice of Cycling UK to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Cycling UK reserves the right to insist on changes to your job description, after consultation with you.
Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer, or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

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<tr>
<td>Qualifications</td>
<td>None required</td>
<td>Evidence of continuous professional development</td>
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<td>Chartered Institute of Personnel Development (CIPD) qualification</td>
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<td>Experience/Knowledge</td>
<td>Systems / Project coordination experience</td>
<td>Experience of working in a public or voluntary sector</td>
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<td>Experience of working across the full employee lifecycle and good understanding of HR best practices.</td>
<td>Working knowledge / principles of project management software</td>
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<td>Skills</td>
<td>Evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner.</td>
<td>Willingness to take part in development opportunities</td>
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<td>High accuracy for inputting, collating, and monitoring data</td>
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<td>Excellent communication skills: verbal, written and in presentations</td>
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<td>Ability to work without close supervision yet able to judge when advice and support is required</td>
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<td>Work effectively with colleagues to achieve the aims and objectives of the charity</td>
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Job Holder:................................................................. Date:.................................