



## Job Description

### HR Coordinator

<b>Hours per week:</b>	35 hours (9am – 5pm; Mon to Fri)
<b>Contract type:</b>	Permanent
<b>Location:</b>	Glasgow (with travel to includem offices as required)
<b>Reports to:</b>	HR Manager
<b>Line Management Responsibility:</b>	None
<b>Financial Accountability:</b>	Low

### Job Summary

The HR and L&D Team is designed to provide support and guidance to the organisation, ensuring we promote an environment where managers and employees are provided with the tools, skills, and assistance to enable them to deliver optimum services to young people and families.

The HR Coordinator will undertake a variety of HR and L&D administrative duties, facilitating daily HR and L&D functions such as maintaining employee records, supporting hiring managers with the recruitment process, and supporting the L&D Business Partner/Trainer with coordinating and scheduling training events for staff. Working autonomously and efficiently, the HR Coordinator will ensure the end-to-end running of HR operations.

### Key Responsibilities

The key responsibilities of the HR Coordinator include, but are not limited to:

#### Systems, Policies and Procedures

- Respond to internal and external HR related enquiries or requests and provide assistance where appropriate.
- Redirect HR related calls or distribute correspondence to the appropriate person of the team.
- Maintain employee records (payroll, personal information, leave, turnover rates etc).
- Support the L&D team in maintaining accurate and up to date training records for all employees.
- Schedule meetings, interviews, HR training events etc. and maintain the team's agenda.
- Work in accordance with all relevant legislation, policies and procedures and guidelines – both internal and external.
- Undertake continuing professional development including participating in performance reviews and attending training as/when required.



### **Recruitment and Resourcing**

- Support the recruitment/hiring process by advertising vacancies, sourcing candidates, liaising with line managers to arrange interviews, and preparing interview packs.
- Draft relevant new start paperwork including offer letters and employment contracts.
- Assist with obtaining relevant pre-employment checks, onboarding, and update records with new hires.

### **Learning and Development**

- Support the L&D team in maintaining accurate and up to date training records for all employees.
- Collaborate with the L&D Business Partner / Trainer to plan, schedule, and coordinate onboarding sessions and appropriate courses to ensure new hires are set up to receive the training and coaching necessary to be successful.
- Maintain master schedule and coordination of all employee training programs.
- Send diary invites and follow up notices to employees to confirm attendance at training programs.

### **Building Relationships**

- Liaise with other departments and functions including, Finance, Services and Support Services.
- Support other departments as assigned.

### **Data and HR Projects**

- Produce and submit reports on general HR activity, in particular on recruitment activity.
- Assist in ad-hoc HR projects, like collection of employee feedback.
- Assist in carrying out various processes, procedures, projects, and duties throughout L&D and HR.



## Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
<b>Technical Skills, Knowledge, and Experience</b>	<ul style="list-style-type: none"><li>Proven experience in an HR Administrator position</li><li>Knowledge of human resources process and best practices.</li><li>Experience with HR databases and systems.</li><li>Ability to handle sensitive data with confidentiality.</li></ul>	<ul style="list-style-type: none"><li>Previous experience in an HR Coordinator position.</li><li>Ability to work with ATS and LMS software.</li><li>Knowledge/understanding of sourcing tools, like resume databases and online communities.</li><li>Familiarity with social media recruitment.</li></ul>	Application process Individual interview
<b>Education / Qualifications</b>		<ul style="list-style-type: none"><li>CIPD certification or working towards this.</li></ul>	Application process
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>Acts with substantial discretion and professionalism, ensuring confidentiality is maintained at all times.</li><li>Strong ability to use Microsoft Office packages.</li><li>Excellent communication and interpersonal skills.</li><li>Excellent organisational and time management skills.</li></ul>		Application process Individual interview

### Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	