## Job Description

**Job Title:** HR and Recruitment Coordinator

**Reports to:** Charity Hub Coordinator

**Hours:** 16 hours per week to be spread over 4 days

**Salary**: £22,183 pro rata (scale 12)

**Location:** Living Options Devon, Exeter, office based.

**Contract term:** Permanent

**Period of Notice:** 4 weeks

**Background/context**

Living Options Devon (LOD) is a charity and a company limited by guarantee founded over 25 years ago.Our vision is of a fully informed, accessible and inclusive society in which every individual has the choice and opportunity to achieve their full potential and take part as an equal and valued citizen.

We exist to ensure people with disabilities and Deaf people with sign language can make an active and equal contribution in society. Specifically, we:

* Encourage people to feel more informed, valued and confident to take part in society through relevant training and support;
* Enable people to identify priorities and develop user-led services;
* Engage people in effective communication with local/national service commissioners and providers; and
* Empower people to raise awareness of what society needs to do to provide equality of opportunity both locally and nationally.

We believe in a fully accessible society where all people can enjoy freedom of choice and equality of opportunity. We operate a culture of open communication, empowerment and development, where individual differences and abilities are respected and people are encouraged to achieve their full potential.

We strive to be user-led in all that we do, enabling disabled and Deaf people to influence and manage our full range of services and operations.

**HR and Recruitment Coordinator**

***Profile:***

This role will provide a range of administrative tasks relating to LODs recruitment and HR Policies and functions.

***Key Tasks***

* To liaise with Line managers, Exec Team and other colleagues to ensure staff records are kept up to date and reports are provided as requested.
* Reporting to the Hub Co-ordinator and utilising advice and guidance from our Executive team and/or HR Consultants as appropriate, to ensure the smooth running of the administrative processes in relation to employment law, legislation and best practice
* Improving, implementing and administering policies and procedures
* Administering complaints and disciplinary procedures for the charity
* Providing full administrative support for all the various aspects of an employee’s performance, such as attendance and sick leave
* Ensuring that the charity’s procedures comply with employment regulations through following guidance from the Charity’s HR Consultants and Exec Team as required.
* Contributing to the continuous improvement of HR systems and practices
* Administering the recruitment onboarding and offboarding process.
* Assist Line Managers, Executive team and the Hub Coordinator in the redesign work to become a paperless organisation.
* Be the first point of contact for all staff within the organisation for any queries regarding HR and Recruitment.
* Be responsible for ensuring the smooth passage of Access to Work applications for Deaf and disabled staff, ensuring that reasonable adjustments are offered in liaison with the line manager and Executive team.
* To ensure complete confidentiality and compliance with GDPR and all other relevant legislation.

**General Duties**

* Any other HR and Recruitment duties as required to ensure the smooth and efficient running of the organisation.
* Attend and participate in regular staff and team meetings.
* Attend appropriate training courses where identified.
* Attend and participate in regular work appraisals and any other support systems as appropriate.

**NB** The above list is indicative and not exhaustive. The post-holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge** |
| High level of literacy and numeracy |  |  |
| Computer literate with excellent knowledge of Word, Excel, Outlook and use of internet |  |  |
| Knowledge of HR administration systems and processes |  |  |
| **Experience** |
| Experience of working in an office environment |  |  |
| Experience of working with people with a disability |  |  |
| Administration of office systems |  |  |
| Previous experience of working as an HR records and policy administrator. |  |  |
| **Skills** |
| Competent, fast and accurate typing skills |  |  |
| Good communication skills on the telephone, in writing and face-to-face |  |  |
| Excellent attention to detail |  |  |
| Effective organisational skills |  |  |
| Administration skills |  |  |
| **Other** |
| Personal experience of disability or Deafness |  |  |
| Flexible and co-operative attitude to work routine and variety of tasks |  |  |
| Interest in disability and Deaf issues |  |  |
| Demonstrable commitment to confidentiality and GDPR compliance |  |  |