

HR Coordinator

Location: Plymouth office main base (with some home working)

Salary: £27,040 (FTE)

Join Our Team

Why work for CSW?

We are people developers who strive to build a better workplace for our team and better futures for our customers.

We are a not-for-profit social enterprise who inspire, develop and support people, communities & organisations to make positive change through sustainable high-quality services.

Some of the key benefits of working with CSW (as identified by our people) are:

- Flexibility, good work life balance, job variety
- Strong values, team working and social and community impact
- Attractive benefits - including 25 days annual leave plus bank holidays, a paid day of birthday leave, a paid charity day, a high employer contributing pension scheme, an independent employee assistance program for healthcare and welfare support and a cycle to work scheme.

Are you a self-motivated and experienced HR Coordinator with experience of working within an HR/People Team

You will need to:

- Work with the HR Manager, HR team colleagues and collaboratively across the full employee group to provide efficient, accurate and appropriate HR provision for the Company.
- Support the development and integration of improvements across procedure, process and provision within HR and the People Strategy of the Company.
- Provide administration for all aspects of HR – including internal and external communications, report production, review and development.
- Provide support for employee team in all aspects of welfare, wellbeing and workplace health including mental health.

CSW Group are the largest single provider of information, advice and guidance services across the Southwest region and operate a range of contracts supporting young people to make successful transitions at key points of their lives. This work includes delivering careers guidance services in schools and the community, supporting young people with a range of individual needs including SEND, mental health and those involved in the Youth Justice system, as well as working with those not in education or employment (NEETs) to re-engage them in positive outcomes. Our teams work across a wide geographical region in a range of working locations and environments.

Essential:

- Level 3 CIPD Foundation Certificate in People Practice / NVQ 3 equivalent level qualification relating to People/HR
- Experience of working within an HR/People department
- Experience of the processing and administration of secure, complex and confidential data, including personal data.
- Experience of working as part of a busy, collaborative team and demonstrative ability of effectively managing changing priorities
- Extensive experience in the use of ICT systems including Microsoft Word, Excel, Teams

- Experience in the use of an HR database/system
- Experience of providing HR administrative and individual support
- Experience of producing HR correspondence and understanding of accuracy requirements within HR documentation
- Excellent communication skills with the ability to engage with confidence, empathy, compassion, calmly and considerately
- Ability to attend/input both internally/externally in place of HR Manager where required
- Ability to organise and co-ordinate complex and changing processes
- Ability to cope with the duties and responsibilities of the post and the associated working environment
- Ability (with own vehicle) to travel across the full geographic area of CSW to carry out some elements of this job when required

Desirable

- H&S, Welfare, Coaching – relevant transferable skills and training.
- Commitment to ongoing training and personal professional development
- Experience of Payroll processes or processing and the use of Payroll databases and systems.
- Experience of the use of Sharepoint, Powerpoint.
- Experience of using Civica systems
- Experience of report processing and visual data reporting
- Experienced in supporting in person, via email, MS Teams and telephone
- Experience of working to timeframes within a busy team/department
- Experience of working within people related support services

An application pack is available to download from our website www.cswgroup.co.uk

Alternatively, please e-mail recruitment@cswwgroup.co.uk. Details will be made available in alternative formats upon request.

Vacancy reference: 2007

Closing date: 5.00 p.m. on the 21st June 2023

Interview date: w/c 26th June 2023

Through its work CSW Group actively safeguard and promote the welfare of young people and vulnerable adults and all employees and volunteers and others working on behalf of the company are required to share this commitment. Successful individuals will be required to undergo full vetting checks including an enhanced disclosure by the Disclosure and Barring Service.

We are an equal opportunities employer and positively encourage applications from suitably qualified candidates regardless of gender, race, age, disability, sexual orientation, religion or belief.