

JOB SPECIFICATION

(Post Ref PR138)

Job Title: People and Culture Co-ordinator

Line Manager: CEO

Salary Scale: SCP20 £32,597 to SCP22 £33,699 (Actual £26,078 to £26,959)

Location: Carers Leeds supports hybrid working arrangements, in the Carers Leeds office, community locations, and from home.

Hours: 28 hours per week

Purpose of the job:

Carers Leeds is committed to being an equitable, diverse and inclusive employer. The People and Culture Co-ordinator is responsible for ensuring delivery of high-quality, smooth-running people processes and that Carers Leeds remains compliant, well organised and informed by good data. The role will have access to an external HR agency for support and guidance. Working with the wider Carers Leeds team, the postholder will help develop and deliver initiatives linked to our people, wellbeing and equity, diversity and inclusion priorities.

Main responsibilities and duties:

People operations

- Lead and continuously improve core people processes across Carers Leeds
- Ensure policies, procedures and systems are up to date, compliant and applied consistently
- Lead the management of Breathe HR system, ensuring strong data quality, reporting and effective use
- Oversee payroll administration and prepare accurate monthly payroll information to the Head of Finance
- Design and deliver learning and development activities, in partnership with managers and in line with workforce priorities and identified needs
- Provide advice and guidance to employees and managers on HR policies and procedures, liaising with an external HR agency where appropriate and escalating complex or high-risk issues

Recruitment and onboarding

- Co-ordinate recruitment processes, ensuring a positive experience of candidates and hiring managers
- Support hiring managers with job design, shortlisting and interview planning
- Oversee onboarding and probation processes to help new starters settle in well

- Develop and deliver recruitment and retention activity that helps Carers Leeds recruit and retain a diverse, engaged and high performing workforce

People data and compliance

- Produce quarterly reports on workforce KPIs for Board to support performance against key measures
- With support from an external HR agency, ensure compliance with UK employment law, data protection and safeguarding requirements
- Maintain accurate records, audits and reporting cycles across people processes

Employee experience and collaboration

- Develop and review people policies and practices that underpin a high-support, high-performance culture with a strong focus on equity, diversity and inclusion and wellbeing
- Working with the CEO and Senior Communications Officer, help plan and deliver internal communications for the workforce, including creating and maintaining Sharepoint content
- Build strong working relationships with managers across the organisation
- Contribute to the development and delivery of people projects in line with Carers Leeds organisational strategy

Core Values & Behaviours:

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. **Values** are the things we believe are important at Carers Leeds. **Behaviours** are what we expect team members, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners.

Our values and behaviours are continually reinforced from induction through one to ones and team meetings.

- **Integrity** – we are honest, fair and speak up
- **Accountability** – we do what we say we will and take responsibility for our actions
- **Inclusion** – we value differences and take action to reduce exclusion
- **Respect** - we value and listen to each other
- **Excellence** - we continually improve through listening, learning and innovation

- **Kindness** - we are friendly, caring, and considerate
- **Empowerment** - we support, trust, and promote empowerment to make a difference

Respect for service user Confidentiality

The jobholder should always respect service user confidentiality and not divulge information unless sanctioned by the requirements of the role

Person Specification

Applicants for this role should use their application form to show that they meet all of the essential criteria outlined in the person specification for the position. If they fail to demonstrate this, or are unable to meet the criteria, it is unlikely they will be shortlisted for an interview for this post.

	Knowledge	Essential /Desirable	How identified Application / Interview
1	CIPD qualified at Level 3 or above	E	A
2	Up-to-date knowledge of employment law and HR practice	E	A
3	Knowledge of equity, diversity and inclusion and workplace wellbeing	E	A/I
	Experience		
4	Experience of supporting HR operations and line management	E	A/I
5	Experience of developing HR policies, processes and projects	E	A/I
6	Experience of using and maintaining HR systems effectively, including payroll	E	A
7	Experience of co-ordinating and supporting recruitment and onboarding processes	E	A/I
8	Experience of designing and delivering workplace wellbeing and equity, diversity and inclusion initiatives	E	A/I
9	Experience of designing and delivering learning and development initiatives	D	A
10	Experience of working within the voluntary sector	D	A
	Skills		

11	Strong IT skills, including confidence using Microsoft Office programmes	E	A
12	Strong interpersonal and communication skills	E	A/I
13	Ability to work independently, use initiative and manage competing priorities	E	A
14	Attention to detail	E	A/I
	Behaviour and Personal Attributes		
15	Can demonstrate behaviours which align to the values of Carers Leeds, including a clear commitment to equity, diversity and inclusion	E	A/I
16	A genuine commitment to making Carers Leeds a better place for colleagues, volunteers and for the carers we support	E	A/I