

Job Title People Coordinator

Job Description and Personal Specification

Job title:	People Coordinator
Place of work:	Brasted/Hybrid
Hours of work:	37 hours per week
Banding:	MPA Coordinator
Reports to:	People and Payroll Shared Services Manager
Level of screening:	Standard

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

As the People Coordinator for Catch22, you will be responsible for processing tasks relating to recruitment and an employee's journey from starter to leaver and contractual changes in between.

You will be responsible for supporting services and schools across the Catch22 Group. Providing advice and guidance in line with best practice and our Catch22 policies and procedures and information and advice for Catch22 managers and other employees on processing arrangements/requirements and timelines.

This is also an opportunity to develop generalist HR knowledge making a real impact in improving employee engagement.

Main Duties & Accountabilities

- Use the ATS system to approve vacancies in the first instance and then monitor additional approval progress to minimise delays both in the initial publishing stage and Conditional Offer letter process. Remind managers to arrange interviews and prompt them to move people through the different stages on the system.
- To issue contracts and contract variations in accordance with prescribed processes, policies and legal requirements on receipt of the relevant authorisations and information and to ensure that all necessary systems updates are completed.
- To process payroll changes and transactions promptly and accurately and complete all necessary systems and records updates.
- Administer the starter and leaver processes.

- To administer reward and benefit arrangements so that staff are correctly paid and remunerated.
- To monitor key events and dates relevant to the employment relationship eg. end of fixed term contract, DBS, and take appropriate action in good time.
- To maintain employment records and database systems to ensure that the employment relationship can be administered/monitored and the organisation, and its managers, have access to necessary information and HR performance data.
- To prepare redundancy calculations on request.
- To deal in a sensitive and professional manner with enquiries from all sources and to maintain privacy and confidentiality at all times.
- To refer employee relations matters to ER Case Officer, ER Case Manager or the relevant People Partner where necessary.
- Seek to improve his/her own performance, contribution, knowledge, and skills, and to participate in training and developmental activities as required.
- Ensure the implementation of Catch22s Equality & Diversity policy.
- Comply with Health and Safety policies and procedures.
- To carry out such other relevant duties, as may be required and as are commensurate with the nature and grading of the post.

What does good look like for this role?

- You will be able to complete administrative tasks accurately and in a timely manner.
- You will be able to make sound judgement on when to escalate matters identifying risks and looking at possible solutions.
- You will be a fast learner, with the ability to learn from previous examples.
- You will be motivated by the opportunity to deliver a high standard of service to the wider business whilst maintaining an excellent level of accuracy.

Organisational Relationships

The People Coordinator will report directly to the People and Payroll Shared Services Manager. Liaising closely with the People Partners and other members of the People Team where applicable.

Job Title: Person Specification People and Talent Coordinator			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<p>Good basic Education</p> <p>Experience working with Microsoft Office - Word and Excel</p>	<p>Working towards CIPD or equivalent</p> <p>Relevant experience of carrying out general administrative tasks including the use of databases</p>	
KNOWLEDGE	<p>Good knowledge of office technology</p> <p>Good knowledge of office and administrative systems</p> <p>Experience of handling multiple tasks and working under pressure</p>	<p>Knowledge of the main areas of HR administration</p>	
EXPERIENCE	<p>Ability to build and develop good working relationships</p> <p>Team player</p> <p>Able to work effectively under pressure with good time management skills</p>	<p>1-2 years' experience or someone seeking a career change</p>	
SKILLS & ABILITIES	<p>Excellent Attention to detail and accuracy</p>		

	<p>Able to maintain confidentiality</p> <p>Good organisational and prioritising skills</p> <p>Strong Customer Service ethos</p>		
OTHER	<p>Share Catch22 values</p> <p>Awareness of and commitment to Equality & Diversity</p> <p>Desire to develop and undertake training as required</p>	<p>Understanding of the implications of Equal Opportunities for HR work.</p> <p>Awareness of Health & Safety practice.</p>	