



The Edmund Trust

Job Description

Job Title HR Co-ordinator

Date: March 2022

1. Job Details

Line manager: HR Manager

Reports to: Head of Human Resources

2. Job Summary (Description of main purpose of job):

Responsible for the technical and administrative aspects of the day-to-day operation of the HR department; supporting the HR Manager, Recruitment & Development Adviser and Head of HR.

Responsible for recruitment advertising and administration to meet the resourcing needs of The Edmund Trust and Eddie's.

3. Key accountabilities:

- provide a proactive and positive recruitment service and administration that supports the corporate recruitment and selection strategy by attracting candidates, supporting selection, co-ordinating and the on-boarding of new recruits
- liaise effectively with external organisations in a professional, customer focused manner, to achieve operational objectives
- utilise a wide variety of social media - for recruitment and marketing and to ensure accurate recruitment information on the organisations' websites
- act as point of contact for any candidate queries during the recruitment and selection process
- liaise effectively and in a timely manner with recruiting managers to ensure they are fully informed and that the recruitment and on-boarding processes are expedited
- provide accurate and timely administrative support to the Human Resources Department
- prepare employee contracts
- maintain an accurate staff database and other records using appropriate software, including Word and Excel
- provide accurate and timely data to support decision making, to Head of HR, for quarterly board reports and as required
- Provide support with ongoing HR strategies as required
- undertake efficient and accurate documentation and relevant calculations relating to all contractual employment matters, including annual leave and sick pay

- liaise effectively with the Finance and Payroll Department to ensure that employees receive accurate contractual pay and benefits
- provide up to date and accurate information on company policies and procedures and employee terms and conditions of service to employees and potential recruits
- act as the Counter Signatory with responsibility for the security, confidentiality and processing of Disclosure and Barring Service (DBS) applications, ensuring accurate records and timely DBS renewals
- maintain accurate absence/sickness records, including those used for the purpose of calculating salary deductions (where appropriate); refer to HR Manager when triggers reached
- maintain accurate personnel records, providing management information as requested

Corporate Compliance

- undertake training as requested by the Company
- adhere to and promote the Company's policies, including Health and Safety and Equality and Diversity
- adhere to confidentiality and security of information at all times and in line with the new GDPR Regulations and company protocols
- carry out any other duties as reasonably requested from time to time

Note: Post holders have a responsibility to comply with and promote The Edmund Trust and Eddie's values and policies, including Health & Safety and Equality and Diversity.

This job description is not intended to establish a fully comprehensive list of tasks but outline the main role responsibilities.