



Job Description

Job Title: Recruitment & Training Coordinator
Department: HR
Reporting To: Recruitment & Development Manager

Main Purpose: To provide professional, high quality, accurate and timely administration support to the recruitment and training functions; to provide high quality, personable support to both internal and external customers

About Us

The Edmund Trust & Eddie's has been proudly supporting people across the East of England with learning & physical disabilities, autism and complex needs for over seventy years. We work to provide lifelong opportunities and create positive lifestyles for people to be equal and active members of the community.

We provide person-centred support, allowing individuals to choose how they want to live their lives, enabling them to reach their full potential. We encourage people to achieve their aspirations with outcome focused support. Working alongside our values of Commitment, Collaboration and Positive Interactions.

Main Duties:

- To provide a proactive and positive recruitment service that supports the Recruitment & Development Manager with the full recruitment process. This includes full administrative support, meeting new starters for onboarding appointments and processing new starter documentation in line with our safer recruitment standards and internal processes.
- To be the first point of contact for external recruitment queries and to work with the Recruitment & Development Manager in regards to the onboarding and induction journey, completing surveys with new starters as and when required.
- To attend recruitment events, professionally representing The Edmund Trust.
- To provide a proactive, efficient and positive training service that supports the Recruitment & Development Manager with the full training process. This includes, but is not limited to, organising training courses, booking meeting rooms and trainers, preparing and tidying training rooms, monitoring attendance and managing feedback.
- To be the first point of contact in regards to training (both e-learning and face to face training), and to maintain excellent training records working with a high attention to detail
- To create Training reports or Training data as required to support the HR Team, Board and Operations.
- To liaise effectively with external organisations in a professional, customer focused manner when required, for example to seek and secure ad hoc or additional training courses. To facilitate the delivery of any external training and be the point of contact for all involved.
- To check and code invoices for Head of HR to sign off in regards to training and recruitment activities.



- To be the point of contact in regards to staff 'Driver Status Information', to keep this information up to date in the HR system for existing staff, run monthly reports and liaise with staff to ensure all information is up to date and compliant.
- To provide administrative support to the Board of Trustees, attending all Board Meetings (typically held quarterly) facilitating the creation of board documentation and responsible for taking minutes at the meetings.
- To provide administrative and creative support in regards to Employee Recognition Events and activities, for example The Edmund Trust Annual Awards Evening
- To provide cover in the office as and when required, this includes answering the Head Office phone if required

Person Specification

- Experience of providing professional, high quality, accurate and timely administration support, ideally in the fields of recruitment and/or training
- Exceptional attention to detail and ability to follow safer recruitment processes
- Excellent communication skills both verbal and written with superb interpersonal skills and ability to build rapport easily
- Excellent customer service skills with the ability to respond professionally to internal and external contacts, seeking guidance from manager as and when necessary
- Good IT skills in Microsoft applications relevant to role with the ability to learn new systems as and when required
- Excellent planning, prioritisation and time management skills with the drive to self-motivate, able to work under pressure and deliver tasks to completion on time.
- Able to work appropriately with sensitive and confidential information
- A team player – works collaboratively with others across and outside the organisation with a focus on continuous improvement whilst considering cost implications to the charity, seeking support for ideas through the appropriate management channels
- Able to embrace change; working positively to meet operational and organisational objectives
- Acts as a good role model to staff, team and colleagues, ensures own behaviour is aligned with the values of the charity and confidentiality of an HR professional.

General

- As an employee of The Edmund Trust, you should role model our values, creating a positive working environment, advocating inclusion and equality, creating a culture that recognises and celebrates diversity.
- Adhere to and promote the Company's policies, being accountable for the Health and Safety of yourself and others
- Work with integrity and adhere to confidentiality and security of information at all times, complying with all legal requirements relating to GDPR
- Undertake training as requested by the company
- Carry out any other duties as reasonably requested from time to time