

Job Title: HR Coordinator - Free Talk Programme (UK)

Job Overview:

We are seeking a highly motivated and experienced HR Coordinator to join our Free Talk Programme team in the United Kingdom. The successful candidate will play a crucial role in managing human resources activities, fostering a positive work environment, and supporting the growth and success of our programme.

Responsibilities:

Recruitment and onboarding:

- Coordinate the recruitment process, including job postings, candidate screenings, and interviews.
- Facilitate a smooth onboarding experience for new hires, ensuring compliance with company policies and procedures.

Employee Relations:

- Act as a point of contact for employee inquiries, concerns, and conflict resolution.
- Foster a positive workplace culture through effective communication and engagement initiatives.

Performance Management:

- Collaborate with managers to implement performance management processes, providing guidance on goal setting and performance reviews.
- Assist in identifying training and development opportunities for employees.

Policy Development and Compliance:

- Stay current with UK employment laws and regulations, ensuring programme compliance.
- Contribute to the development and updating of HR policies and procedures.

Benefits Administration:

- Administer employee benefits programmes and assist employees with benefit-related inquiries.
- Collaborate with external vendors to ensure the effective delivery of benefits.

HR Data Management:

- Maintain accurate and up-to-date employee records.
- Generate HR reports as needed for management and compliance purposes.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in HR roles, with a strong understanding of UK employment laws.
- Excellent interpersonal and communication skills.
- Ability to handle sensitive information with discretion and confidentiality.

- Strong organisational skills and attention to detail.

Preferred Skills:

- HR certification (CIPD or equivalent).
- Experience in the non-profit or community outreach sector.
- Proficiency in HRIS (Human Resources Information System) tools.