



HR COORDINATOR

Recruitment Pack

Creating change, building capacity and driving quality people management, performance and leadership in values-driven organisations.

ATKINSON
HR consulting



HELLO



Thank you for your interest in joining our team at Atkinson HR Consulting as HR Coordinator. We're grateful that you're keen to share your experience, knowledge and skills to develop our organisation and we really welcome your application.

This is an exciting and important time for the company. We're a small business, but we're growing and have ambitious plans for the future. We've made big strides in 5-years including winning the prestigious award for [Best HR / L&D Consultancy in the national CIPD People Management Awards](#). We're looking for committed people to help us continue on our journey of growth. We mainly work with voluntary sector organisations. We care, and are passionate, about the sectors and organisations that we work with.

In the role of HR Coordinator you will undertake some administrative work on behalf of our clients like writing letters, job descriptions and policies / procedures. You will also play an important role in helping us to manage some of our internal business processes like issuing contracts, booking travel and maintaining our CRM.

This role will be a strong fit for someone that is highly organised, efficient and has excellent attention to detail. We will provide opportunities to broaden your range of HR knowledge and skills and you will get the chance to help develop our infrastructure and systems as we grow as a business.

This pack gives some background information about the business, outlines our expectations of the role and provides information about how to apply. We hope you are as excited about this opportunity as we are, and we look forward to receiving your application.



Laura Atkinson
Director of Operations



Graham Atkinson
Managing Director

ABOUT US

WHY WE EXIST

We're here to help create change, build capacity and drive quality around people management, performance and leadership in values-driven organisations.

OUR VISION FOR THE FUTURE

We're striving to be a high-performing, recognisable and valued consultancy business in the voluntary and education sectors. We'll be renowned for delivering work that is exceptional quality and value. We will be seen as different from other consultancy offers because we go to extra lengths to ensure our clients benefit from our work.

OUR VALUES

Outcome-focused: Always focused on creating change and delivering measurable outcomes that add value to our clients. We never leave a job half-done because the clock has 'ran out'.

Quality: We will be clear about expectations and deliverables and our work will always be of outstanding quality - linked to external benchmarks like liP, CIPD, Acas etc. where possible.

Sustainability: We care about our clients' success in the long-term. Our work builds the capability and effectiveness of our clients, embedding learning, skills and capability to drive future performance.

Honest: We are always clear about the organisational challenges, expectations and opportunities - so that our work delivers maximum impact for the client.

Pragmatic: We offer advice, guidance and work that is practical and will make a tangible difference for clients, based on our experience. Our work is always grounded in the needs and best interest of the client organisation.

ABOUT US

We're proud of our growth and development over the last 5-years. In that time we have...

- Grown our team to include five employees. We also have four associates that undertake work with clients on our behalf.
- Worked with over 100 clients, including a range of charities, Students' Unions and Universities.
- Developed our ongoing client base to around ten organisations with which we work as a strategic partner to help develop their culture and quality people management over time.

We're based in Whaley Bridge in the Peak District but work across the UK and internationally, with regular work in Durham, Liverpool, Manchester, Exeter and London.



Winners: 'Best HR and L&D Consultancy', CIPD People Management Awards 2019



WHAT MAKES US DIFFERENT?

We think we're different to lots of other consultancies and companies. Here are a few reasons why...

Breadth of experience, products and services

Challenges in modern organisations are often neither simple nor easy. Our experience stretches across leadership, governance, strategy, people, culture, marketing, technology and performance. Bringing these skills and experiences to clients mean that we're able to offer holistic solutions and ideas rather than a narrow focus.

Contemporary knowledge

Our experience, qualifications and training are current and grounded in recent legislation and latest trends. We work hard to keep our skills up-to-date and thrive working in fast-paced, high-technology, complex environments with a modern and diverse workforce.

We care about the sectors and organisations we work with

We're invested in the long-term success of the voluntary and educational sectors and this is reflected in our work. We also believe that small to medium-sized organisations make a huge difference and we're proud of the value that we can bring to them through economies of scale.

We're passionate about learning

We use a range of blended learning methods through all of our learning and development work. We use workshops, coaching, action learning and performance support resources to create long-term impact through our L&D activities. We are experienced in coaching and accredited Lumina Spark practitioners.

Accountability is important to us

We go the extra mile to ensure that clients are satisfied and that our work adds value. We check in regularly on progress and always evaluate our work.



Inclusion and Diversity at Atkinson HR Consulting

We are committed to championing inclusion and diversity, both through the work we do with our clients and amongst ourselves. As a team, we are proud of our values and are genuinely committed to supporting the sectors we work in to be better at representing the unique and diverse communities that they serve. If you share our values and are equally passionate about excellent people management, you'll fit right in.

Flexible Working

As a remote team currently made up of working parents, we recognise how important it is for our colleagues to be able to find healthy balance and maintain positive wellbeing. We really care about our team members being able to thrive both at work and at home, and so welcome suggestions and requests for flexible working, including flexible start and finish times, part-time working, job shares and condensed hours,

Guaranteed Interview Scheme

We recognise that some candidates from marginalised backgrounds will have faced additional barriers throughout their careers and when applying for new roles. We are committed to taking positive action to expand the diversity of our small team, by offering guaranteed interviews for people of colour and disabled candidates.

If you meet the minimum criteria for a role (at least 80% of the criteria in the 'About You' section) and identify as disabled or a person of colour, you'll be guaranteed an interview.

It is important to note that this scheme guarantees an interview for applicants from these groups who meet the minimum criteria and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic(s).



OUR PRODUCTS AND SERVICES

We have a wide range of products and services. Some of these are already well-established whilst others are still new:

- Virtual People Director - providing strategic HR support to small organisations on an ongoing basis;
- HR consultancy work - helping clients understand and address key problems they are facing;
- People management / culture diagnostics and developing people strategies;
- Supporting organisational change including restructures and HR projects;
- Reviewing and developing policies and procedures;
- Leadership development;
- Lumina Spark personality assessments and development;
- Training for line managers, including topics such as recruitment and selection, managing and developing performance etc.;
- Coaching and facilitating action learning sets;
- 360 reviews for leaders.

Some of our current and most recent clients include:



hackney
cvs



England
Rugby
Students



cta
community transport
association



DURHAM SU



Scouts



SHAKESPEARE'S
GLOBE



JMSU
Liverpool John Moores University
Students' Union



UNIVERSITY OF
GIBRALTAR



UNIVERSITY OF EXETER
STUDENTS'
GUILD



pennyappeal

ABOUT THE ROLE

Job Title	HR Coordinator
Location	Home-based, with occasional travel to attend in-person team meetings (where possible, we rotate the location of these based on our colleagues, to ensure travel requirements are split fairly across the team).
Working Hours	37,5 hours per week to be worked flexibly - we welcome suggestions of flexible and/or part-time working.
Salary	£24,000 p/a
Contract	Permanent
Reports to	Director of Operations and Communications

Job Purpose

To support the smooth running of Atkinson HR Consulting by delivering good quality HR support and administrative work for our clients. The role will be involved in delivering some of our key services including recruitment, employee relations and HR projects. The post holder will help our Consultant team to be as effective as possible by supporting them with client projects.

Accountabilities

The key accountabilities of the role are:

- Our consultants are able to be effective and efficient because of strong administrative support and the ability to delegate client-facing work.
- Our recruitment work is well supported and coordinated, delivering an excellent candidate experience.
- Client work that is delegated to the role is delivered to a high-standard with good levels of accuracy and communicated effectively.

ABOUT THE ROLE

Responsibilities and Duties

Client Facing Work

Providing support on HR Consultancy projects as agreed with the Managing Director, which could include:

- HR administration work;
- Supporting recruitment and selection - including acting as a point of contact for candidates on recruitment projects;
- Reviewing and analysing client documents – for example, staff engagement data;
- Preparing job descriptions;
- Implementing new HR systems;
- Taking notes at investigation, disciplinary and grievance hearings;
- Writing policies and procedures;
- Facilitating training;
- Writing correspondence on behalf of clients.

Providing basic administrative support for our consultants including:

- Arranging meetings and visits with clients;
- Preparing reports and materials for specific projects as requested;
- Preparing materials and content for training and development sessions.

Business Development

Contributing to our communications channels including writing blogs and social media content that is current, useful and adds value to our brand.

Supporting our ability to drive sales for products and services through a range of methods, including contacting clients and preparing marketing content.

Helping undertake market research that builds our insight about the markets that we operate within and assessing product viability – including maintaining up to date data about sector salaries and other relevant HR data.

Collecting positive case studies and testimonials that we can use to build a strong portfolio of our work across different sectors.

ABOUT THE ROLE

Business Administration

Provide cover and support for our Office and HR Coordinator in managing and administering a number of our business systems and processes including:

- Recording and tracking of work undertaken so that we understand what (and when) work is delivered for different clients;
- Customer Relationship Management (CRM);
- File management – ensuring accurate and secure storage;
- Effective business/work evaluation ensuring we can assess and evaluate ongoing performance;
- Booking and reconciling travel and accommodation.

Support the Office and HR Coordinator by contributing to HR policies for the business where required.

Personal Development

Build and maintain current knowledge in relation to organisational development, HR management and business administration.

Take advantage of opportunities to actively develop in the role including training, shadowing and coaching.

Build relationships with clients, suppliers and partners and establish leads with prospective clients within the intended market sectors.

Estimated Balance of the Role

Area of Work	Time %
Client Facing / Billable Work	70%
Business Development	10%
Business Administration	10%
Personal Development	10%

ABOUT YOU

Experience and Qualifications

Working in a customer-focused role and environment.

Working with a wide range of stakeholders including senior managers or Board members.

Providing HR advice and/or administrative support within an HR function.

CIPD Qualified, or willing to work towards CIPD qualification with our support.

Knowledge, Skills & Abilities

A strong understanding of effective HR and people management.

Ability to work effectively within a team and build strong relationships with both internal and external stakeholders.

Able to demonstrate excellent attention to detail and produce work with a high level of accuracy.

Outstanding organisation skills including the ability to work on own initiative, prioritise workload effectively and work with multiple clients on different projects.

Able to communicate clearly and confidently, using a range of channels.

Able to use Microsoft 365 apps confidently to manage projects, collaborate with others, produce documents and record/analyse data.

Values & Behaviours

A demonstrable commitment to our organisation's values.

A strong commitment to championing equality, diversity and inclusion.

A flexible and positive working attitude, and comfortable collaborating with and working effectively as part of a remote team.

Impostor syndrome

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from minority backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)



REWARD & BENEFITS

Salary	£24,000 p/a
Expenses	Mobile phone provided, monthly homeworking allowance, mileage and allowances paid in line with HMRC guidance.
Benefits	<ul style="list-style-type: none">• Unlimited holidays• 5% employer pension contributions.• We strongly believe in developing our people – you'll have access to a wide range of L&D opportunities.• We're committed to supporting flexible working and are happy to have conversations about how the role can be adapted to meet personal circumstances i.e. part-time, condensed or flexible hours etc.



"The Scouts asked Atkinson HR Consulting to join us at difficult time when we needed additional senior support in our People function, especially to help us prepare for our liP assessment. They were able to very quickly identify the issues that needed addressing, create a plan of action and then get on and deliver."

Vicky Greig, Head of People - The Scouts Association



"Working with Atkinson HR Consulting enabled us to develop a robust plan for implementing changes to our structure and a wider change management program around our working culture, nurturing the talent of our staff and our ability to consistently achieve quality work."

Bill Freeman, CEO - Community Transport Association

INTERESTED?

The closing date for applications is Wednesday, 2nd February at 12pm.

Application Timeline

- Closing Date: Wednesday, 2nd February (12pm)
- First Stage Interviews: Thursday, 10th February
- Second Stage Interviews: Thursday, 17th February

Please submit your application via our online application form.

[Click here to apply](#)

You will need to provide an up-to-date copy of your CV, and answer the following questions related to the person specification for the role:

1. Why do you want to work with us at Atkinson HR Consulting - how do your values align with ours?
2. Can you tell us why you believe effective HR and People Management is important?
3. Please can you tell us about a project or piece of work you're proud of that required excellent attention to detail and accuracy?
4. Can you describe your commitment to championing equality, diversity, and inclusion?

We recommend that you prepare your answers in advance in a separate document where possible, to avoid losing your responses before you submit them in the portal.

Please note:

- You must be able to provide proof of your right to work in the UK before starting work with us. Unfortunately, we are not able to sponsor candidates requiring a visa.
- Applications received after the above closing date will not be considered.
- Your values and potential are more important to us than your experience, so if you're not sure you meet every point on the person specification, please still get in touch for a chat.

Chat to us first

If you'd like a confidential, informal chat to find out more about us and the role, please contact...

Laura Atkinson: laura@atkinsonhrconsulting.co.uk

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