

JOIN OUR TEAM AS AN

HR COORDINATOR



Candidate Information Pack

Helping values-driven organisations be even better employers.

ATKINSON
HR consulting





HELLO



Thank you for your interest in joining our team at Atkinson HR Consulting as an 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 us. We're a small but growing business and have ambitious plans for the future. We've made big strides in 5-years. We won the prestigious award for [Best HR / L&D Consultancy in the national CIPD People Management Awards](#) and recently became the Strategic HR Partner for 19,000 UK charities as part of the NCVO (National Council for Voluntary Organisations) [trusted supplier scheme](#). Therefore, we're looking for committed people to help us continue on our journey of growth.

In the role of HR Coordinator you will undertake some administrative and development work on behalf of our clients like writing letters, job descriptions and policies / procedures. You will also play an important role in coordinating some of our key client processes and systems, like drafting proposals, issuing contracts and preparing 360 reports.

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, the benefits of the role, outlines our expectations 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
& Communications



Graham Atkinson
Managing Director



ABOUT US

WHY WE EXIST

We're here to help values-driven organisations be even better employers.

OUR VISION FOR THE FUTURE

We will be a recognisable consultancy business with an outstanding reputation across the voluntary and education sectors. We will be known for the quality of our work and will be seen as standing out from many other consultancies because we go to extra lengths to ensure our clients benefit and get amazing value from our work.

OUR VALUES

Honesty. We always act with integrity and are up front with clients about organisational challenges and opportunities. We don't shy away from courageous conversations and deliver feedback with kindness.

Excellence. We strive to deliver outstanding quality in our work and consistently exceed clients' expectations. We are evidence driven and use data and insight to inform our work, along with tried and tested quality benchmarks that ensure we are delivering in line with best practice.

Innovation. We continually challenge ourselves to improve, develop and learn. We believe in tailored solutions for clients and are always seeking new, interesting and bold ways to achieve impact.

Inclusion. We believe in taking an individualised approach to people management and the importance of creating environments where people can thrive and bring their authentic selves to work.

Empowerment. We are passionate about creating long-term, sustainable outcomes in partnership with our clients. We coach and build capacity with our people and clients to embed the right learning, skills and capability to drive future success.



OUR IMPACT

We're really proud of the impact that we have had (and will continue to have) working collaboratively with our clients. Here are a couple of examples:

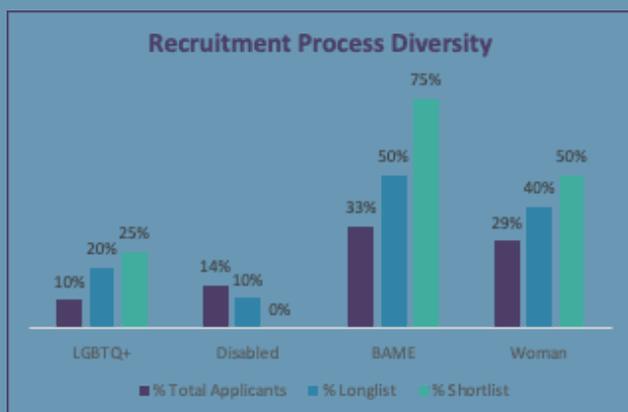
Recruiting a new CEO for Hackney CVS

THE BRIEF >>>

Hackney CVS is at the heart of providing answers to Hackney's problems and tackles inequality and drives social change. A new CEO was needed to continue the success of the previous role holder and to build trust among the community whilst also driving fundraising and partnerships.

THE RESULT >>>

An outstanding candidate was recruited from a high-quality shortlist. 33% of applicants were people of colour and the longlist and shortlist reflected the diversity of total applicants throughout. Key community stakeholders were involved in the process and we received positive feedback on our approach both from the Board and candidates.



Scouts Investing in People

THE BRIEF >>>

We were engaged to work with the Scouts in 2019. They had been through significant change and had gaps in their HR function including an initial Head of People vacancy. They were due a reassessment for Investors in People and were looking for support to ensure a positive result.

THE RESULT >>>

We worked collaboratively with the team and managers to undertake a diagnostic and develop a project plan. We put in place new frameworks around performance management and development, L&D and induction. The organisation achieved IIP Gold standard in their subsequent assessment and we've since partnered on other key projects including leadership 360s and a reviewing of recruitment and candidate attraction.

“

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 IIP 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 at the Scouts



OUR SERVICES

We have a wide range of products and services that are popular with our clients and add value to their work:

- Strategic HR retainer - providing ongoing, proactive HR support to clients to help them develop, over time, a best practice approach to people management and culture.
- HR consultancy support for key HR projects i.e. reviewing recruitment, pay and reward, induction or performance development.
- Interim leadership services at CEO or HR Director level.
- People management / culture diagnostics and developing new people strategies.
- Senior leader recruitment – providing affordable support by partnering with clients to deliver a high-profile, inclusive and robust process.
- Facilitating 360 reviews, coaching and action learning sets for leaders.
- Providing leadership and team development sessions, including the use of the Lumina Spark psychometric tool.
- Undertaking highly complex and sensitive investigations and casework for clients.
- Supporting clients by partnering with them to deliver organisational change including restructuring and redundancies.
- Reviewing and developing policies and procedures.
- Training for line managers in areas like recruitment and selection, managing and developing performance etc.
- Conducting effective investigations training.
- Toolkit for Charity Trustees to help them evaluate and develop CEO performance.

Our amazing clients include:





WHY JOIN US

We think there's lots of great reasons why should be interested in applying for this role, but here's our top 7 to start with...

-  We work with over 100 amazing clients, including a range of charities and universities. These include organisations like the Scouts, Breast Cancer UK, University of Gibraltar and Shakespeare's Globe. Our work genuinely helps these fantastic organisations have an even bigger impact.
-  The role is home-based and highly flexible. We welcome interest from people that are looking for flexible working arrangements. The majority of client work can be carried out remotely, but there may be the occasional need to visit clients to support their work.
-  We are ethical, values-driven and passionate about diversity and inclusion. We believe that our progressive values should underpin all of our work.
-  We're building an excellent reputation and credibility within the sectors that we work. We're a trusted supplier for NCVO members and have a consistently high demand for our services.
-  You'll have lots of autonomy in your work and the ability to plan and deliver your work in ways that work for you.
-  We're a small (but growing) team of 7 employees and 6 associates. That means we have a friendly, fun and welcoming culture. It also means you get to join our incredibly talented and dedicated team on our exciting growth journey and help shape the future of the business.
-  There are lots of opportunities for development and growth. You can focus on areas of work that play to your strengths, but also develop confidence and your skills in the full variety and breadth of HR activities.

Watch this video about Atkinson HR Consulting to find out more about what we do.





WORKING WITH US

Inclusion and Diversity

We are committed to championing inclusion and diversity, both through the work we do with our clients and within our 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 they serve. If you share our values and are equally passionate about excellent people management, you'll fit right in.

Flexible Working and Location

All of our roles are predominantly home-based. As a remote team currently made up of several 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. We strive to meet up as a team once per month to enable us to connect and build our culture.

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).

“ We commissioned Atkinson HR Consulting for two projects - leading our pay framework review and a management effectiveness review. It has been a pleasure to work with the team. They bring credibility as experienced HR professionals and a calm and considerate approach to helping us ask and answer the difficult questions. This was especially helpful in engaging the whole team. ”

Bill Freeman - Chief Executive
Community Transport Association, March 2019

Having the Atkinson HR Consulting team on board during a significant period of change in our company was life saving. We felt well supported and listened to, and we would not hesitate working with them in the future.

Charisse Fallaria - HR & Operations Manager
European Leadership Network, March 2022

ABOUT THE ROLE

Job Title	HR Coordinator
Location	Home-based with occasional travel. Most of our work is now carried out remotely (since the pandemic). You can expect to spend 1-2 days per month attending in-person team meetings and very occasionally supporting our clients onsite.
Working Hours	37.5 hours per week to be worked flexibly - we welcome suggestions of flexible and/or part-time working.
Salary	£24,000 to £26,000 p/a.
Reports to	Lead Consultant

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

 *We don't expect you to be able to deliver or meet every part of the role description immediately. We support team members to build their breadth of knowledge and ability to work in different HR areas.*

Client Facing Work (70%)

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 (10%)

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 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.

Business Administration (10%)

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 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 (10%)

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 within the intended market sectors.

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 good 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 impostor syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)



REWARD & BENEFITS

Salary	£24,000 to £26,000 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.



“ I worked with Atkinson HR in 2020 when Exeter Guild needed to hire a new CEO. Atkinson HR assisted us throughout the process. I could not have asked for a better team. I felt completely in control, and supported, every step of the way. Alongside this, the range and diversity of candidates they brought in was phenomenal and we appointed an incredible new CEO. ”

Sunday Blake - President 2020 / 2021, University of Exeter Students' Guild





INTERESTED?

The closing date for this recruitment campaign is **Wednesday 31st August**

Application Timeline

- Optional information / Q&A session for interested candidates: Wednesday 17th August at 1pm
- Closing date for campaign: Wednesday 31st August (12noon)
- Initial interviews (remote): w/c 6th September
- Final stage interviews: w/c 13th September

We have the potential opportunity to recruit 2-3 HR Coordinators through this campaign, so feel free to submit your application early and/or contact us to discuss the role. If you'd like to attend our open Q&A session to meet the team and discuss the role [please click here to book your place](#). We may contact applicants before the close of the campaign to discuss the role and hold initial interviews. However, we will not end the process early and are committed to carefully considering all applications submitted before the deadline. 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 for Atkinson HR Consulting - how do your values align with ours?
2. Tell us about your experience of providing HR advice and/or administrative support within an HR function.
3. Please can you tell us why you think effective organisation skills are important for this role and what tools and techniques you use to ensure you priorities and plan work effectively?

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.

Chat to us First

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. If you'd like to discuss the opportunity, please contact: Laura Atkinson: laura@atkinsonhrconsulting.co.uk.

KEEP IN TOUCH...

[Sign up to our monthly newsletter](#)

And connect with us here...



Helping values-driven organisations be even better employers.

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