Role Profile

Job title: HR Coordinator (Systems and Practices)
Reporting to: People Team Focaliser (Interim)
Has reporting: No direct reports.
Duration/ type: Open-ended contract, full-time.
Location: Based at Findhorn Foundation (FF) offices (Findhorn or Forres)

Overall job purpose - Provide HR services and support – developing, implementing and managing HR systems and practices to enable ‘thriving people’ within the FF.

Key Liaisons - The postholder will work closely with Focalisers/ Managers and colleagues throughout the FF, and coordinate/liaise with other members of the People Team. Some contact with external specialists is expected e.g. HR external consultant, legal advice etc.

Key Responsibilities

● HR Partner (HRIS) system:
  - management of the system to ensure records are accurate, up to date and held in accordance with legal requirements (e.g. GDPR);
  - enable the further use of HR Partner and integration of work practices and processes as agreed by FF management (e.g. likely to include access to FF HR policies and procedures, recording Health and Safety compliance, leavers processes, performance review documentation etc.), including delivering training to co-workers/ managers on the self-service elements;
  - document and maintain a user-guide for People Team members to enable them to cover the role during periods of absence.
● Contribute to the development of FF HR policies and procedures, and the implementation of key projects being carried out by the external HR consultant, helping to ensure FF compliance with employment law and other legal/ regulatory requirements.
● Provide HR services and support to managers/co-workers concerning the employee lifecycle ensuring FF HR policies are adhered to and procedures followed, including recruitment, retention and leavers.
● Support processes in people-related ‘case-work’ (led by managers) e.g. providing information, note-taking, seeking legal advice as necessary (in areas such investigations, grievances, disciplinary action, complaints against staff/ volunteers etc).
● Ensure effective administration of FF sponsorship for employee and volunteer visas.
● Contribute to the development of effective and efficient administration systems and processes within the People team and help ensure good communication/coordination and support between team members.
● Administrating Disclosure Scotland checks where needed.
● Demonstrate a commitment to CPD and being an HR professional by taking relevant HR courses and webinars as needed, and using HR-Inform and ACAS to develop understanding of employment law and best practice.

Person Specification

● Good organisational, planning and administrative ability with attention to detail.
● Good interpersonal, written and verbal communication skills.
● Discretion and understanding of the need for confidentiality.
● An aptitude for and interest in establishing/ maintaining effective systems and practices.
● Commitment to CPD to enhance knowledge of professional HR practices and employment law.
● Analytical and able to use own initiative and to resolve problems/ issues effectively.
• Demonstrably supportive and empathic nature.
• Committed to equality, diversity and inclusion.
• Aligned with the spiritual impulse and principles of the Findhorn Foundation.

Knowledge / Experience

• Good working knowledge of IT systems and software e.g. Gmail, GSuite, wordprocessing, spreadsheets, Zoom etc.
• Experience with Human Resources Information Systems (HRIS) or databases.
• Experience working as an administrator.

Desirable

• CIPD qualification or demonstrable experience in an HR (or People) role.
• Working knowledge of the Findhorn Foundation.
• Knowledge/experience of UK Employment law.
• Experience with administrating VISAs and working with the Home Office.
• Understanding of GDPR.