

WHAT'S THE ROLE?

WORKPLACE COORDINATOR

The 'go to' person for anyone working in our London office. You'll provide practical support to the Workplace Health and Safety Manager.

This is a multi-tasking role; you'll oversee desk bookings and contractors, ordering supplies, updating the security system and provide office inductions. You'll have oversight of our front desk and visitors, contractors and deliveries ensure a great customer experience. You'll work with other teams in the organisation, including the People Experience Team to deliver a great first day induction experience, and all staff events.

IN THIS ROLE YOU'LL...

- Provide general facilities and health and safety administrative support, including office checks, office risk assessments and assist with staff homeworking additional requirements.
- Ensure the office is kept tidy and well presented – including postal management.
- Facilities support – completing inventory, ensuring restock/maintenance of office and facilities products on a regular basis.
- Make sure that all visitors and contractors are registered for entry through the visitor portal
- Signposting facilities, health and safety and workplace queries – including emails and calls.
- Request parking for contractors and maintenance through the helpdesk and booking in of contractors.
- Carry out office inductions and work on DSE assessments, coordinating equipment for home working.
- Work with the Workplace Health and Safety Manager on special projects.
- Manage London office desk booking system and security system.
- Work with teams to ensure the storage facilities are compliant.
- Create and process purchase orders.
- Work with multiple teams from IT, People and Communications Team Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE

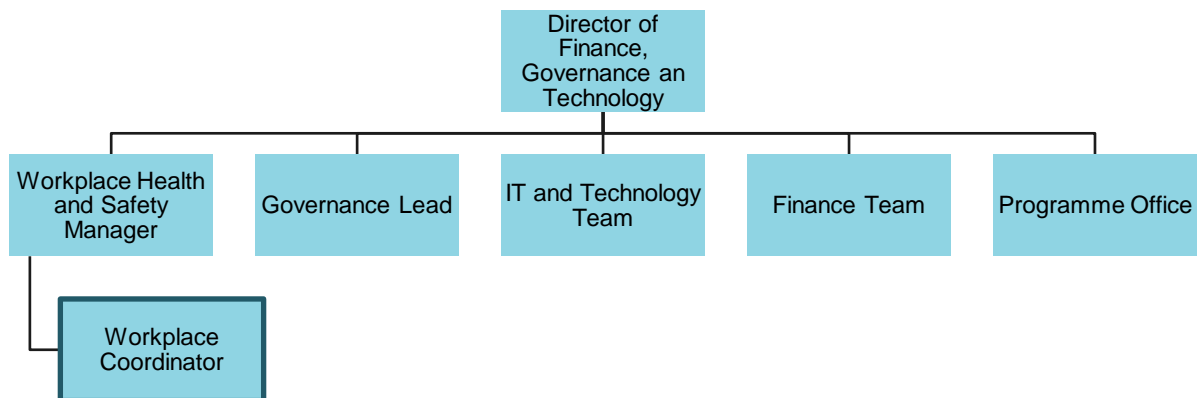
- Positive, solution focussed approach, proactive and able to prioritise my work
- Actively engage with internal and external customers with enthusiasm and empathy
- Have the ability, and willingness, to take ownership and do the right thing
- An excellent communicator – I am assured and competent to communicate across all channels
- Great attention to detail and good at inputting data and drafting documents accurately
- Have great initiative and can work without supervision but am also a great team player and will do what's needed to help my colleagues

- Passionate about creating and maintaining a great working experience
- Understand the fundamentals and requirements of GDPR and how they relate to communicating, storing and processing employee data
- Working knowledge of standard IT packages including Microsoft Word, Excel and PowerPoint.
- Actively supports our commitment to equity, diversity, inclusion and allyship.

YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Workplace Health and Safety Manager
- Job level:** Band 2A - Coordinator
- Contract:** Permanent
- Hours:** Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring (minimum of 22.5 hours/three days per week)
- Location:** Based at our office in central London (London Bridge), with some flexibility around occasional home working days by prior arrangement

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

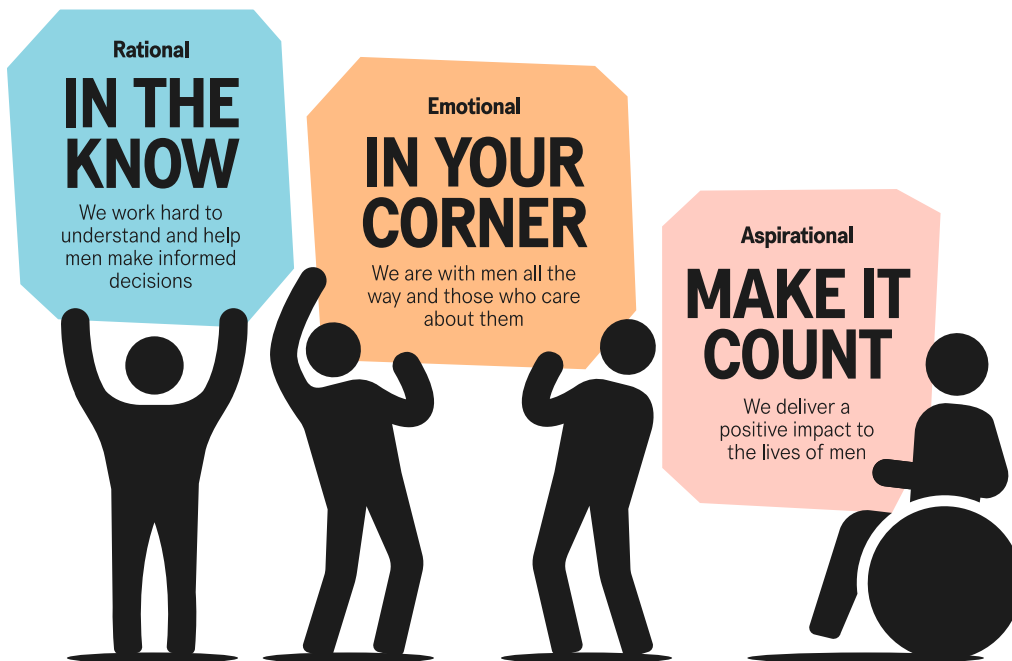


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.	GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.	DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.
NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.	OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.