



Working at Coin Street

Job pack

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

Our commercial activity/income generating activity ranges from hosting conferences and events in our purpose built centre. to supporting London's top creative talent through our designer maker studios at Oxo Tower Wharf and/or shops/studios in Gabriel's Wharf.

This work is a central part/pillar of our efforts to support our neighbours and community to thrive.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	HR APPRENTICE
Reports to:	HR Advisor
Contract details:	Temporary (1 Year Fixed-Term), Full-Time 35 hours per week
Salary range:	£26,000 per annum

ROLE SUMMARY

The HR Apprentice will support the People and Team Building team to provide general HR support service and undertake duties that may be assigned by the line manager. Working as part of a small yet effective team, you will work closely with the HR Advisor and collaboratively with all teams to provide high quality HR service and support across Coin Street.

TEAM OVERVIEW

This role sits within the People and Team Building team of two permanent team members within an organisation of around 80 staff.

KEY ACCOUNTABILITIES

HR ADMINISTRATION

1. To provide general administrative support across a full range of duties, including onboarding, contract administration and compliance.
2. Maintain relevant administration systems and files to support the HR function whilst complying with the Data Protection Act.
3. Contribute to ad hoc projects, as requested by the Head of People and Team building or HR Advisor.
4. Manage the HR inbox and ensure that incoming emails are responded to in a timely manner.

RECRUITMENT & ONBOARDING

5. Liaise with candidates, managers, and agencies to coordinate and arrange both in person and virtual interviews.
6. Print out interview packs for interview panels where required and provide support to panels during interviews.
7. Complete reference checks and other relevant employment checks for staff, volunteers, students and contractors where necessary.
8. Ensure personnel files are kept updated and relevant documentation is appropriately saved.

LEARNING & DEVELOPMENT

9. Spend time with managers and staff to process training needs identified in progress & support reviews
10. Liaise with suppliers and staff to book training.
11. Assist with the ongoing renewal of regular mandatory training to be undertaken by staff.
12. Send out diary invites and reminders for upcoming training to staff.
13. Send training evaluations to staff after completion of training and/or courses.

OTHER

14. Support Head of People and Team Building and HR Advisor with coordinating all staff events, such as Coffee Breaks and Lunch and Learns if required.
15. Carry out such other duties as may be reasonably requested from time to time.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things - as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. Ability to meet the entry requirements for a Level 3 HR Support Apprentice Programme and undertake the studying and course work required to complete the course.
2. Proficient in use of MS office applications, particularly Outlook, Word and Excel.

SKILLS & ABILITIES

3. A personal commitment to and enthusiasm for Coin Street's ethos and mission.
4. Excellent interpersonal skills and effective at building effective internal relationships.
5. Excellent written and verbal communication skills.
6. Ability to work proactively, in an organised manner.
7. Ability to check for accuracy and give attention to detail.
8. Willing to develop knowledge and experience.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary), Income Protection and Critical Illness cover.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

20% discount on nursery fees for staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

