

# HR & Recruitment Coordinator

JOB PACK

**POLICE:NOW**  
INFLUENCE FOR GENERATIONS

# THE POLICE NOW MISSION

**Our mission is to transform communities, reduce crime and anti-social behaviour, and increase the public's confidence in the police service by recruiting, developing and inspiring outstanding and diverse leaders in society and on the policing frontline.**

We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without being fearful of crime. We are looking for talented, committed and mission-aligned individuals who will drive us towards achieving our ambitions.

Police Now recruits and trains graduates and career changers with leadership potential to become inspirational police officers and outstanding crime fighters on our National Graduate Leadership Programme and our National Detective Programme. Beyond these programmes, our officers may join our Frontline Leadership Programme and be further developed giving them the best possible chance to progress through the policing ranks and have a lifelong connection with us.

Our 115-strong not-for-profit organisation aims to create systemic change. We need highly capable impactful staff to support the recruitment and development of our officers and to cultivate strong relationships with partner forces and the wider sector.

# OUR ETHOS

We hold ourselves and each other accountable for demonstrating **Police Now's Leadership Principles** through our actions:

- **Mission at the heart of everything we do:** we prioritise the mission in every decision we make, so that our actions are always contributing towards our goal of transforming communities through the people we bring into and progress through policing.
- **Integrity and honesty:** we act with integrity in everything we do, building relationships based on trust and respect; we communicate candidly, giving honest and compassionate feedback to each other so we can improve, and develop our talent.
- **Delivering the highest quality:** we are dedicated to delivering outstanding quality and professionalism to our partners, participants and candidates; we nurture and develop positive long-term relationships that are valued by our customers.
- **A passion for making an impact in policing:** we learn all we can about the experiences and challenges of frontline officers and participants, so that we can improve our programmes and maximise our impact on crime and confidence.
- **Innovative and open-minded:** we believe that anything is possible, including positive, lasting change in policing and communities; we empower and challenge each other to innovate across our work and programmes.
- **Personal responsibility:** we take personal responsibility for accelerating progress and solving problems, and to collaborate with colleagues across Police Now to deliver our commitments and goals.
- **Embrace diversity:** we value and celebrate everyone's diverse backgrounds, talents and leadership, and seek out different viewpoints and perspectives; we use these to educate ourselves and to inform decision-making.
- **Value the investment of public money:** we work hard to earn and be trusted with limited public resources; we actively prioritise activities that make the biggest impact towards our mission, and spend intelligently to make every penny count.

# DIVERSITY AND INCLUSION

Police Now touches the lives of the public through our work. In every element of our programmes, our work with forces and partners, and our HQ activities, we want to ensure that demography does not equal destiny. It is important that our workforce reflects the communities that we serve and are empowered to contribute their best. We are an equal opportunities employer committed to diversity and inclusion in policing and our Head Office.

## What have we done?

- We appointed an Executive Sponsor for Diversity and Inclusion, Chief Marketing Officer Clare Power. We also established a Diversity and Inclusion Board Committee in 2020.
- We utilise an accessibility toolkit within our application system that allow candidates to amend their page view to suit their needs, such as downloading audio files, change language settings, and amend font size and colours.
- We 'blind screen' to help remove potential implicit bias or adverse impact at the screening stages
- We assess genuine commitment and understanding to diversity and inclusivity throughout our recruitment stages.
- Diversity and inclusion is embedded in our performance and promotion frameworks as a key performance area.
- We complete an annual gender and ethnicity pay gap report.
- We measure both the representation and success of underrepresented groups on our programmes and within headquarters and interrogate the data so we can improve.

# THE ROLE: THE PURPOSE

**Title:** HR & Recruitment Coordinator

**Start date:** As soon as possible

**Line manager:** HR & Recruitment Assistant Manager

**Location:** London (approximately 2 days per week)

**Salary range:** £29,000- £31,000 per annum (inclusive of London weighting and dependent on experience)

**Closing date:** 9am Tuesday 30<sup>th</sup> April

**Contract type:** Permanent

## The purpose of your role

A core priority of the People Team is attracting and retaining mission-aligned, talented and diverse individuals to join our Head Office at Police Now. Your role will be key in supporting the People Team and the wider organisation to ensure our people are engaged, motivated and enabled to thrive within their roles. We believe that in doing this we will have the greatest possible chance of achieving our mission of transforming communities, reducing crime and anti-social behaviour, and increasing the public's confidence in the police service.

There will be 3 key parts to your role as a HR & Recruitment Coordinator:

- 1) Supporting the recruitment cycle** – Who we bring into PNHQ is one of the most important decisions we make in terms of driving forward our mission. You will be closely involved with the complete candidate journey, ensuring candidates feel supported throughout the process. This will include supporting with sourcing applicants, liaising with hiring managers, assessing candidates, and greeting candidates during the interview process.
- 2) Onboarding of new starters** – Once recruited it's important that our new starters have the best possible start to their time at PN. You will be supporting new starters with their onboarding process, including issuing paperwork & conducting the relevant compliance checks.
- 3) Administrative and project support** – Our close-knit team works on a range of exciting projects to ensure the wellbeing of our staff at HQ. You will be providing administrative support to deliver a great service, and collaborate on a wide range of projects including Learning & Development, and our Equity, Diversity & Inclusion Strategy.

**POLICE:NOW**  
INFLUENCE FOR GENERATIONS

# THE ROLE: RESPONSIBILITIES

## What you'll do – the key responsibilities

- Manage email queries and staff/candidate communications through the HR and Careers inbox.
- Assist with reviewing job descriptions and posting job adverts on the relevant advertising platforms.
- Update our Application Tracking System (ATS) to accurately reflect each candidate's journey and provide feedback to candidates, as necessary.
- Support with organising interview timelines, including liaising with candidates and internal staff, scheduling and preparing interview rooms, greeting candidates and conducting Right to Work checks.
- Prepare onboarding documentation for successful candidates including creating and sending onboarding documents and conducting DBS and reference checks.
- Take responsibility for processing invoices and expenses as required by the team.
- Assist with conducting Telephone Interviews with candidates (training and support will be provided).
- Support with wider People Team administration, for example preparing all staff emails, monitoring yearly calendars and communicating key events to our staff.
- Supporting the HR & Recruitment Assistant Manager to prepare monthly management data for the strategic resources committee.
- Assist with office management/health & safety as required.
- Work closely with the wider team to support with projects across various streams of work including PNHQ Attraction Strategy, Learning and Development and Police Now's Equity, Diversity and Inclusion Strategy.

**Please note, you may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the team and wider organisation.**

# THE ROLE: REQUIREMENTS

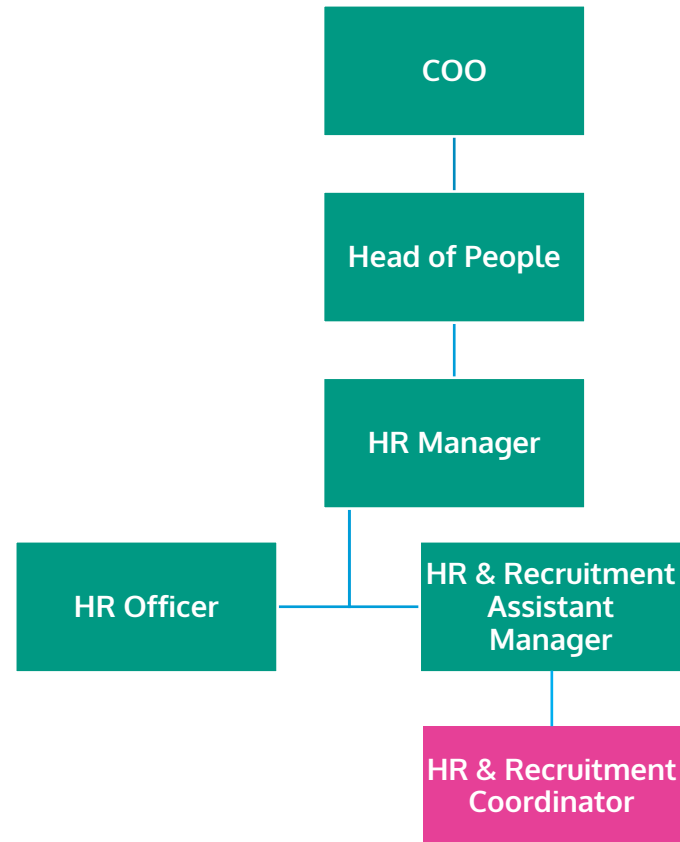
## What you'll need – the person specification

We are more interested in the skills you have, and the values you share than experience you have; however we are keen you are passionate about people, and we are looking to see applications from those who have an interest in HR and/or recruitment.

- Motivation and passion for the Police Now mission and values and working within the policing sector.
- Excellent interpersonal skills with the ability to build positive relationships across an agile workplace.
- The ability to organise, plan and manage multiple tasks, deadlines, and priorities, with outstanding attention to detail.
- Proven problem-solving skills, and the ability to work independently as well as in a group setting.
- Excellent communication skills, including verbal and written.
- A genuine passion and demonstrable commitment to Equity, Diversity and Inclusion.
- The ability to quickly learn and understand new systems and processes.
- An understanding of and the ability to handle data with confidentiality.
- A desire for continuous self-improvement.
- Proficient IT skills, specifically including Microsoft Word, Outlook, PowerPoint and Excel.
- Previous HR/Recruitment experience would be advantageous; however, we are keen to see applications from those who have an interest in HR and/or Recruitment.

# THE ROLE: TEAM STRUCTURE

The HR & Recruitment Coordinator role falls within our People Team as set out below.





# HOW TO APPLY

**How to apply:** please apply via our website:  
[www.policenow.org.uk/work-for-us/](http://www.policenow.org.uk/work-for-us/)

## What you can expect from our hiring process

The process may vary slightly to test for specific requirements; however, you should expect the following:

- **A short telephone interview** – to understand your interest in Police Now and policing
- **A face-to-face interview** – to establish your skills for the role
- **An online interview** – to discuss your alignment to our mission and values

## Application deadline:

9am on Tuesday 30th April

## Interview dates:

- **Telephone interview:** 7<sup>th</sup> - 9<sup>th</sup> May
- **1st stage interview:** Week commencing 13<sup>th</sup> May
- **Final interview:** Friday 17<sup>th</sup> May

## Need further help?

If you have any questions, or would like to discuss any reasonable adjustments, contact us by emailing [careers@policenow.org.uk](mailto:careers@policenow.org.uk).

**We view workforce diversity as a business imperative and strongly encourage applicants from all backgrounds and walks of life, particularly those who identify as an ethnic minority in the UK.**

# OUR BENEFITS

## Holiday



- 27 days of annual leave plus bank holiday
- One month paid sabbatical after five years' service
- Enhanced parental leave pay for employees with 1+ or 2+ years

## Flexible working



- Hybrid working model with both work from home and office working opportunities
- Opportunity for flexibility around core working hours 10:00-16:00 where required

## Health and wellbeing



- Award winning Vitality Health insurance including access to an Employee Assistant Programme, and a large array of health, food and hospitality discounts
- Monthly mental health coaching sessions
- Free VDU eye test and Occupational Health support assessments.

## Learning and development



- Access to a central fund to support personal development and training
- Diversity and Inclusion training
- Regular Lunch and Learn sessions

## Community and Events



- Organisational and departmental off-site events
- Monthly all staff meeting to discuss organisational performance and strategy

## Pay and pension



- Clear and competitive salary structures, split by band, across the organisation.
- A pension with 6% employer contribution, with a 2% minimum employee contribution

# OUR MEMBERSHIPS



The Prince's Responsible Business Network

Race at Work Charter signatory



From Business Disability Forum

