

## Coordinator, Human Resources (12 months maternity cover)

### Role summary

This maternity cover role at ISEAL is an exciting opportunity for someone with strong administration experience, interested in moving into a HR role or broadening their HR experience in a growing organisation. If you have strong communication skills and would like to contribute to the HR function in a sustainability focused international organisation, this may be an excellent chance to develop your career.

With ongoing growth in employee numbers and with staff based both in London and international locations, the HR function is looking to strengthen its processes to continue to provide excellent support throughout the employee lifecycle. Continuing the improvement journey already started by the existing Coordinator, you will coordinate the induction processes for new employees as well as supporting regular HR processes linked to probation and performance reviews and employee communications.

ISEAL is committed to providing good learning and development opportunities, starting with the induction process. The Coordinator will take a lead in bringing new ideas on how to develop the learning programme as well as coordinating relevant training and developing a more consistent approach to training provision. The role will also have the opportunity to contribute to optimising our remaining HR processes and procedures, helping to identify opportunities for improvements and contributing to the introduction of a new HR system to provide easy to access services for staff.

To succeed in this role, you will bring a proven interest in working in HR, possibly with studies in a related field or work experience in a HR/administrative setting. You will be organised and a strong communicator. You understand the confidential nature of HR and enjoy supporting others and ensuring they get the best out of their time at ISEAL. A specific interest, or existing experience with, learning and development would be a bonus.

### The Key Responsibilities we will entrust you with:

#### HR administration

- Support Manager, HR & Operations in day-to-day delivery of ISEAL's HR provision
- Maintain accurate and up-to-date employee files, contracts, and HR records in line with legal requirements in the UK and other locations of employment
- Assist recruitment and selection processes, setting up interview logistics and support smooth running of interviews
- Support onboarding processes, coordinating and overseeing employee inductions, including ownership of keeping Employee Handbook up to date
- Help with and monitor the implementation and administration of all HR policies, procedures and tools
- Develop and deliver guidance and training for ISEAL staff and line managers about HR policies, practices and procedures

- Organise timely review of policies and communication of updates or changes to any such documents and procedures
- Coordinate annual performance review processes, ensuring timely completion of documents

#### **Improvement to Processes**

- Input to continued improvement of Learning and Development provision
- Implement move to new HR system, including contributing ideas for how best to use the system
- Support revision of HR policies to ensure all policies are up-to-date and new policies produced if needed

#### **Systems, data and reporting**

- Improve processes and systems for HR data capture and to ensure consistent and accurate data
- Help identify an appropriate HR system for increased automation of HR processes and employee self service functions
- Analyse employee and HR data and help prepare regular reports

### **Essential experience, knowledge and attributes**

- Previous experience in an administration or coordination role, working with a variety of administrative systems and tools
- Track record in contributing to improving processes or procedures
- Strong ability to communicate and work effectively with individuals in a partly remote, international environment, including occasional international time-zone calls
- Service-oriented attitude and good interpersonal skills enabling effective relationships with internal clients and other stakeholders
- Excellent written and spoken English, with proven ability to provide clear guidance both in verbal and written format
- Proficient IT skills, familiarity with virtual meeting tools (e.g. Teams, Zoom, etc.)
- Demonstrated interest in sustainability issues
- Experience working with confidential information and an understanding of the need preserve confidentiality

#### **Additionally desirable**

- Experience working in the HR function in a small to medium sized organisation
- Experience working on learning and development function
- Experience using or implementing an HR system

### **About ISEAL**

ISEAL supports ambitious sustainability systems and their partners to tackle the world's most pressing challenges – from the climate emergency and biodiversity crisis to human rights and persistent poverty. ISEAL Community Members cover many sectors and include many of the leading standards and certification schemes worldwide such as Fairtrade International, Rainforest Alliance, Marine Stewardship Council, Forest Stewardship Council, Better Cotton Initiative, and others. Read more about us on our website [www.iseal.org](http://www.iseal.org).

## ISEAL's culture and how we will help you thrive

Our values are **Connection, Empowerment, Inspiration, Wellbeing, Effective Working and Creativity**.

These are traits we value in each other and in the organisation overall and we instil these in all our processes and interactions.

The issues we work on are of a global nature and our team reflects this, with individuals from many different backgrounds and nationalities. We know this diversity adds to the high quality of work we deliver as an organisation and through our commitment to diversity and inclusion we want to add strengths and perspectives in our team with each recruitment. Diversity for us includes race and gender identity, age, disability status, sexual orientation, religion and many other areas forming part of someone's identity. We are proud to be an equal opportunities employer.

As an organisation, we also support our people in their personal and professional development, with specific budgets and processes enabling individuals to take advantage of growth and development opportunities.

We offer 25 days of annual leave, to which we will add a day a year after 2 years (to a maximum of 30 days), as well as an extra five days as a one off once you have been with us for a full five years.

We recognise individuals' preferences when it comes to where and when to work through a hybrid working model with a minimum of 4 days per month in the London office as well as the opportunity to apply for flexible working arrangements to suit individual's needs.

## Other relevant information

**Term:** This is an initial contract of one year with the possibility of extension

**Salary:** £30,500-£34,500 p.a. depending on experience (full time, 37.5 hours per week)

**Location:** London is the preferred location. Applicants will need to provide evidence that they are entitled to work in the UK. An ability and willingness to work in a hybrid work environment is required.

## How to apply

Please use this link to apply: <https://wkf.ms/3ThPhmt>

Specific enquiries about this role and the application process can be sent to the [recruitment@isealalliance.org](mailto:recruitment@isealalliance.org).

Deadline for applications is 21 March 2024, 5pm GMT.

Please note that we will only contact shortlisted applicants.