

## Job Description:

Marketing Coordinator



Toynbee Hall

For a fairer future Since 1884

<b>Job title</b>	HR Volunteer	<b>Location</b>	Hybrid/Remote
<b>Department</b>	People & Culture	<b>Length of contract</b>	6 months
<b>Outreach Work Required</b>	No	<b>Safeguarding level</b>	Standard
<b>Reporting to</b>	People & Culture Partner	<b>Direct reports</b>	None
<b>Working Hours</b>		<b>Working Pattern</b>	Part time 2 days per week

### About Toynbee Hall

Based in the East End of London since 1884, Toynbee Hall is a charity working alongside people facing poverty, injustice, and inequality to build a fairer East London. We provide vital advice and support, working in partnership to tackle unfairness and ensure everyone has an equal chance to thrive.

We have recently launched a new strategic plan which reinforces that our purpose is to build a fairer future with an end to poverty, injustice, and inequality.

We work towards this by:

- Addressing poverty and injustice through advice and support and influencing systemic change.
- Shifting power to people and communities affected by injustice and inequality.
- Collaborating to end poverty and build fairer systems and institutions. What we want to see in the world starts with our community and our organisation.

This means:

- Working together to build a thriving local community where people have the resources they need, feel their voices are heard and are optimistic about the future.
- Being a good employer, where people are treated fairly, feel engaged and empowered, and work together to achieve our shared vision.
- Acknowledging the role Toynbee Hall has historically played in civic society while recognising that our role now is to shift power, to be an effective partner, and to amplify voices that are less likely to be heard.

What we learn from our work in east London we use to inform and influence wider policy – working to influence change in structures, systems and policies.

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### Department background

The Human Resources team sits within the Operations Directorate. This role reports directly to the People & Culture Partner, and ensures that people, culture, and inclusion are embedded at the heart of the charity's strategic and operational priorities.

The Human Resources team plays a crucial role in supporting the charity's mission, ensuring that we attract, develop, and retain talented and committed staff, foster a positive and inclusive workplace culture, and maintain compliance with employment law and best practice.

### How we work

Our values are Inclusive, Courageous and Empowering and we expect everyone who works with us to work in a way that aligns with these values and to do their utmost to deliver our strategic objectives according to their role

### Job purpose

To support the delivery of the people function, especially related to the day to day administration work related to recruitment, onboarding, managing the HR system, recruitment system, and helping with the employee relations cases.

### Key working relationships

- Head of People & Culture
- People & Culture Partners
- HR Team
- Wider Operations Team
- Wider SMT & Managers
- External HR Support and relevant Stakeholders

### Scope of Role

This role is designed to support the People and Culture Team during a busy period. The People & Culture Team is engaged in a number of new projects, and we are looking for someone to join us to support these projects alongside routine HR administration duties.

Are you an individual looking to gain first hand HR experience and build your skills in People Management? The HR volunteer role is designed to enable you to experience the full HR life cycle first hand and lend your hand into managing HR and recruitment systems of Toynbee Hall.

The HR volunteer will work closely with the People & Culture Team, providing support in the areas of recruitment, pre-employment checks, the onboarding process, HR administration duties involving changes to terms and conditions of employment, attending and note taking during meetings, supporting with HR documentation/correspondence, supporting with HR systems etc.

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### What you will bring to the role

We are looking for someone studying towards or have completed CIPD Level 3 and intending to pursue a career in People Management.

You will bring excellent communication (both verbal and written) skills, organising/time management skills, the ability to work collaboratively with the People & Culture Team/wider stakeholders, and commitment to working in line with Toynbee Hall's values.