

JOB DESCRIPTION

Job Title: People Coordinator

Responsible to: Chief Impact and Operations Officer

Responsible for: N/A

External Stakeholders: Schools, partner organisations, service providers

Team: Leadership/Operations/**Development**/Delivery

Location: Hybrid - 50 Westmoreland Road, London, SE17 2GA with the option of working from home (2 days a week).

About Mentivity:

Founded in 2016 by Sayce Holmes-Lewis alongside Leon Wright and Tyson Holmes-Lewis, Mentivity is an award winning inspirational mentoring organisation and alternative educational provision that aims to provide aspirational support for young people, schools and parents through 1:1 mentoring and group conversation-based learning. Our sole quest is to offer our services to as many young people through our work. We intend to:

- Transform our mentees through inspirational workshops and aspirational visits.
- Incorporate a triangulated approach that promotes a bespoke, structured approach for each individual.
- Enable young people to improve their educational engagement, personal responsibility/ accountability.
- Strategically place ourselves centrally between all relative parties (the educational institutions, parents/guardians and mentees).
- Provide a holistic service, central to the needs of our clients, young people and varying partner agencies.

Main Purpose of position:

The People Coordinator will play a pivotal role in managing HR and operational functions within Mentivity. Reporting directly to the Chief Impact and Operations Officer, this role is essential in supporting the growth and sustainability of the organisation through effective human resource management, operational support, and ensuring a positive workplace environment.

DUTIES & RESPONSIBILITIES

Main duties of the role	% of role
Human Resources Management <ul style="list-style-type: none">• Oversee recruitment processes including job postings, screening, interviewing, and onboarding new employees.• Develop and implement HR policies and procedures in line with legal requirements and best practices.• Manage employee relations, including conflict resolution, performance management, and disciplinary actions.• Coordinate training and development programmes to enhance staff skills and career development.• Maintain accurate HR records and manage HR systems.	40%
Operations Support <ul style="list-style-type: none">• Support the Chief Impact and Operations Officer in operational planning and process improvements.• Ensure compliance with health and safety regulations and maintain a safe working environment.• Manage office administration including supplies and equipment.• Coordinate with external service providers and maintain positive relationships with stakeholders.• Support budgeting and financial processes, including expense tracking and reporting.• Ensure the delivery team's schedules, rosters, leave, and absences are up to date and accurately recorded.• Communicate any issues or schedule changes to relevant staff members, including the CIOO, CCO, and Finance Coordinator.	40%
Stakeholder Management	20%

<ul style="list-style-type: none"> • Cultivate strong relationships with schools, partner organisations, and service providers to support collaborative working. • Promote Mentivity's programmes, services, and activities to stakeholders. • Support onboarding of schools and communicate programme impact effectively. 	
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PERSON SPECIFICATION

SKILLS AND EXPERIENCE	Essential (E) Desirable (D)	Demonstrate at Application (A) or Interview (I)
Proven experience in HR management, including recruitment, onboarding, and employee relations	E	A/I
Experience in developing and implementing HR policies and procedures	D	A/I
Knowledge of safeguarding, health and safety processes	E	A/I
Strong communication and interpersonal skills, with the ability to work effectively with diverse teams	E	A/I
Strong knowledge of UK employment law and best HR practices	E	A/I
Ability to adapt to changing priorities and handle multiple tasks simultaneously	E	A/I
Experience in coordinating training and development programmes	D	A/I
Experience in conflict resolution and performance management	E	A/I
Demonstrable knowledge of challenges young Londoners face	D	A/I
Commitment to promoting diversity, equity, and inclusion in the workplace	E	A/I

Experience working within a non-profit or charitable organisation	D	A/I
TECHNICAL SKILLS		
Experience of preparing and interpreting reports	E	A/I
Proficient in using HR software and office applications (e.g., Google Workspace, Microsoft Office)	E	A/I
Experience of budget management	D	A/I
Experience in supporting operational functions and improving organisational processes	D	A/I
PERSONAL QUALITIES		
Forward thinking, with the ability to contribute to business and strategic planning	E	A/I
Creative and proactive approach to HR management	E	A/I
Excellent written and spoken communication skills	E	A/I
Ability to build and maintain positive relationships with external stakeholders and service providers	E	A/I
Ability to manage confidential information with discretion and professionalism	E	A/I
A commitment to model behaviour and drive best practice in equity, inclusion and diversity	E	A/I

Salary: £34,250

Location: 50 Westmoreland Road, London, SE17 2GA with the option of working

from home (2 days a week).

Hours: 40 hours

Annual leave: 4 weeks

Duration: Fixed term (1-year contract)