

The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

HR Coordinator

£25,340 gross per annum, 35.5 hours per week

The role

The HR Coordinator will work closely with the Senior HR Coordinator & People & Administration Manager to ensure that key HR projects, policy and best practice is successfully supported throughout the organisation.

The role will support the delivery of people management, providing advice and guidance to managers and staff, promoting best practice and communicating policy as well as being responsible for the maintenance and accuracy of data of the HR System (Staff Savvy).

The HR Coordinator role supports the Senior HR Coordinator to deliver the People & Administration departmental plan. Acting as a role model for the required standard of values, behaviour and performance, we expect Coordinators to help to create an inclusive and engaging environment for all.

Success in the role will require a highly student and customer focused approach together with an emphasis on teamwork. The role involves collaboration with internal and external stakeholders, acting as a positive ambassador for the Guild and facilitating under-represented groups to find a comfortable place here.

The Benefits

We offer great benefits including:

- 5 days close down during Christmas, and 2 during Easter each year, in addition to bank holidays and 21 days annual leave, rising to 26 days after 5 years' service (meaning you will not work during Christmas, New Year or Easter).
- Full sick pay from the moment you start working for us.



- A comprehensive suite of basic training for all employees which includes Equality & Diversity, Mental Health Awareness and Data Protection
- Discounted membership rates at University of Birmingham Sport & Fitness
- The opportunity for new staff to join the NEST pension scheme. The Guild contributes a matched payment of between 4-6% of your salary
- A range of wellbeing benefits

We are a Times 100 Best Companies to Work For employer and in our most recent staff survey (June 2022) 89% of our staff said they are proud to work for this organisation.

The Guild of Students is committed to equality, diversity and inclusion and welcomes applications from all members of the community.

Closing date for applications: Friday 17th March 2023 at 09:00am

Interviews are provisionally expected to take place on Monday 27th March.

To apply and view more information about this role, please visit:

<https://www.guildofstudents.com/about/your-union/workwithus/currentvacancies/>

Should you need to complete your application in an alternative format, please email **staffing@guild.bham.ac.uk**