

## Job Summary

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### People Coordinator

<b>Responsible to:</b>	Director of People
<b>Salary:</b>	£31,000 gross per annum
<b>Contract:</b>	Permanent
<b>Hours:</b>	Office hours are 10am to 6pm Monday to Friday. Occasional evening and weekend work will be required. No overtime is offered. Young Vic's TOIL policy is currently under review.
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; training and development opportunities.
<b>Holiday:</b>	25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.
<b>Notice Period:</b>	2 months
<b>Probation Period:</b>	3 months

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#### Key Objectives:

The People Coordinator is central to ensuring the smooth administration of the HR team and is the first point of contact for any People related queries. Working alongside the People Director, this is a great opportunity for someone who is looking to build on a career in HR.

You will help develop, monitor and manage systems, procedures and policies relating to staff in order to create a people-centred culture at the Young Vic that ensures fair, consistent and transparent processes which support our on-going commitment to anti-racism.

#### Main duties include:

- First point of contact with any HR issues ensuring that staff feel supported and escalating to the Director of People as appropriate
- Ensuring all HR procedures and process around the employee lifecycle are well managed and efficiently administered
- Taking on the role of Super User for our HRIS, People HR ensuring that it is accurate and up to date



## About the Young Vic

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The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centers across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

### **Our Anti-Racism Commitment**

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

### **The Language We Use and Why**

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

### **Our Values at the Young Vic**

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

**We believe theatre is at its best when everyone participates.** We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

**We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

**We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.



## About the Young Vic

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**We are led by the creativity of our people and the limitless possibility of imagination.**

We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

**We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

**We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

## Job Description

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### People Coordinator

#### Responsibilities Human Resources

- Reporting to the Director of People to help develop, monitor and manage systems, procedures and policies relating staff in order to create a people-centred culture at the Young Vic that ensures fair, consistent and transparent process which support our on-going commitment to anti-racism and our value in practice

This work includes:

#### Employee Life Cycle

- Leading on the administration of recruitment processes, including placing adverts in a variety of places to promote a diverse pool of candidates, recording applications, helping managers to shortlist applicants and arranging interviews
- Administering the on-boarding process, issuing contracts, requesting references and right to work checks and DBS (where applicable) and ensuring People HR (HRIS) and payroll updated and accurate.
- Supporting the Induction process from day 1 basic Induction to co-ordinating the half day Induction for all new starters
- Monitoring new starters' probation, liaising with managers ensuring that managers complete probationary reviews. Issuing letters and updating People HR as appropriate.
- Administering staff changes eg: change to working patterns, promotions, change of job title, ensuring the correct letters are issued and payroll and People HR are up to date
- Responsible for maternity/paternity/shared parental leave administration, liaising with staff, issuing letters and liaising with payroll.
- Monitoring and supporting sickness absence, ensuring that fit notes are up to date and escalating to the Director of People as appropriate
- Monitoring annual leave across the organisation and ensuring different types of leave eg: maternity, jury service, emergency leave, are all accurately reflected in People HR
- Responsible for administering the leaver process, issuing leaver letters and ensuring leavers have the opportunity for an exit interview. Ensuring People HR is up to date and that the payroll is updated.
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#### Learning & Development

- Co-ordinating and booking training courses, liaising with training providers and staff ensuring that training courses run smoothly on the day of the course

- Keeping a record of training on People HR ensuring that all training and certificates are logged accurately, including Induction and Health and Safety Induction
- Running training reports and highlighting to the Director of People and Head of Theatre Operations when Health and Safety certificates expire
- Co-ordinating the annual appraisal process, collating appraisal forms and logging training needs which will then form part of the annual training plan
- Co-running workshops with the Director of People on HR processes

### **People HR (Database) Administration**

- Super user for People HR, advising on People HR issues for managers and staff including password setting and problem solving
- Responsible for ensuring that managers and staff new to the organisation have basic training on People HR as part of their induction
- Ensuring that People HR is accurate and up to date with all employee information in line with Data Protection requirements and ensuring that staff provide necessary details
- Raising cases with People HR, if technical issues are more complex to resolve
- Archiving records on a regular basis and maintain hard and soft copy personnel records in line with the Young Vic's data retention rules
- Sending an annual reminder to all staff reminding them to update their details if they have changed in the last 12 months

### **Reporting /Providing People Related Information**

- Provide quarterly/ monthly reports via People HR including sickness absence, equal opportunities monitoring, headcount reports, probation and fixed term contract end dates highlighting any relevant trends to the Director of People
- Support the annual leave roll over process each year by running annual leave reports and highlighting to managers outstanding leave that needs to be taken before the end of the annual leave year
- Supporting the Director of People with the annual pay review running the initial salary report, mail merging letters and uploading salary letters onto People HR

### **General**

- Uphold and embody the Young Vic's company policies, including but not limited to anti-racism our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- Be an active supporter of the Young Vic staff team
- Carry out any other duties that may arise to fulfil the main objectives of the post and the aims of the Young Vic

## Person Specification

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### People Coordinator

#### Essential Attributes, Skills and Experience

- Experience of having worked in an HR team as an HR Administrator or Coordinator
- Experience of working with HRIS (HR Information Systems), inputting data, running reports and being the first point of contact with any system queries and issues.
- Ability to process and analyse high volumes of data to meet key deadlines
- Understanding of HR policies and current best practice giving basic HR advice to day to day questions and queries
- Commitment to anti- racism and to an organisational culture where a variety of experiences and backgrounds is encouraged and supported
- Strong interpersonal skills, ability to communicate verbally and in writing with people at all levels and build relationships with staff and managers
- Strong organisational skills, the ability to plan and prioritise tasks to meet regular occurring deadlines eg: payroll
- Good numeracy skills, understanding of statistics for reporting and basic calculations for payroll queries eg: how working hours impact on salary calculations
- Computer literacy and skilled use of Microsoft Office applications, including Outlook, Excel, Word and PowerPoint
- High attention to accuracy and detail
- Good understanding of Data Protection and confidentiality surrounding HR information
- Passion for working in the performing arts and supporting the work of the Young Vic

#### Desirable Skills and Experience

- Experience of working in a producing theatre environment