

Lordship Hub Co-op

Community building in every sense

People Coordinator

Working pattern: full-time, part-time or job-share*

Hours: 30 hours per week (but could be less, or up to 40 hours per week depending on exact roles taken on)*

Salary: £27,000 for full-time (40 hours per week)

Start date: Immediate

Duration: permanent

Location: office-based in Lordship Hub, Lordship Rec, Tottenham

Closing date: Midnight, 1 April 2024

The Hub is looking for an organised and motivated individual to join our team as People coordinator.

You will be responsible for making sure the Hub is providing a good service to all its users, that we are creating a great place to work for our staff, and a great place to volunteer.

You will work in close collaboration with the Hub office coordinator, cafe managers, board members for personnel and membership, as well as other members of staff and volunteers.

The central ethos of the Hub is that it is run for the community and by the community, so we are looking for staff who will always think about how they can maintain effective community involvement in their work and the organisation.

Roles and responsibilities will include

- HR coordination
 - Work closely with the board member for personnel and our HR support provider
 - Make sure roles and responsibilities are spread fairly across all staff
 - Develop and coordinate the performance, appraisal and HR processes
 - Make sure performance reviews and HR processes are carried out across the organisation
 - Payroll and leave administration
 - Learning and development strategy
 - Recruitment, onboarding and offboarding of staff
- Events and hire coordination

- Lead organisation of community events, including partnering with local groups
- Manage public and private bookings of Hub rooms including bookings, invoicing and staffing
- Volunteer lead
 - Develop and delivery our volunteer strategy
 - Recruitment and induction of new volunteers
 - Supporting existing volunteers
- Building administration (shared with all staff)
 - Ensure the Hub building remains clean, tidy, safe and welcoming at all times
 - Deal with enquiries from users

Skills and criteria

Essential

- Experience of people management
- Excellent verbal and written communication skills
- Extremely organised
- IT literate
- Committed to learning and developing the Hub's cooperative principles, including our flat management structure

Desirable

Experience of

- Working with volunteers
- Working with vulnerable people

We will provide training if you do not already have experience of the tools and skills listed in the desirable criteria.

*We are recruiting two roles simultaneously – Office Coordinator and People Coordinator. The hours and the exact split of responsibilities between the roles can be changed, depending on the strengths and preferences of the successful applicants.

Why it's great to work at Lordship Hub

- Work with a friendly and committed team with a mix of talents to support each other
- Enjoy a friendly, lively atmosphere in a beautiful park setting
- Be part of a community-run organisation involving local volunteers and users
- Be involved in shaping how the Hub works for the local community in future

About Lordship Hub

The Hub is a community run cooperative in an attractive building at the heart of a beautiful park, overlooking a lake. Our aim is to provide services that are needed in the local community including community events, room hire and volunteering opportunities. We also have a café which has become a popular venue, serving park users and the community.

To apply

Please send your CV and a covering letter to: personnel@lordshiphub.org.uk

Email us for a chat if you have any questions about the role.

How we will be assessing applications

CVs and covering letters will be assessed against the essential and desirable criteria listed in the job advert.

Please make it clear in your CV and covering letter how you meet these criteria.