



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
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## JOB DESCRIPTION

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|------------------------|--|
| <b>Job Title</b>       | <b>HR and Administration Coordinator</b>                               |
| <b>Reporting to</b>    | <b>HR &amp; Administration Manager</b>                                 |
| <b>Responsible for</b> | <b>Kickstart Scheme Sustainability Coordinator</b>                     |
| <b>Place of Work</b>   | <b>Student Centre, James College, Newton Way, York YO10 5DD</b>        |
| <b>Hours of Work</b>   | <b>35 hours per week (Permanent) Flexible/Remote Working Available</b> |
| <b>Salary</b>          | <b>Scale - £21,861 - £24,135 per annum</b>                             |

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**Purpose of Role:** The purpose of the role is to provide general administrative support to the YUSU HR team. You will be expected to make sure all HR and payroll administrative documentation and HR records are kept up to date. In addition, you will be expected to deal with, and respond in a timely and professional manner to general HR enquiries. You will also be the first point of contact for any queries regarding our HR administration system Staff Savvy. The role will also include taking and distributing meeting minutes for our Trustee Board, Finance and HR & Audit Committee meetings. The post-holder will also be responsible for coordinating YUSU's Green Impact sustainability accreditation.

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## Key Tasks

### HR and Payroll

- Answer general employee questions and provide a point of contact for HR.
- Maintain and update data on HR Staff Savvy portal.
- Set up new starters and make sure all right to work documentation and payroll information is obtained and access to relevant systems is provided.
- Lead on all recruitment administration, including vacancy request approval, advertising, contracting new starters and onboarding.
- Requesting and chasing up reference requests.
- Make sure working time entries are approved and completed monthly payroll and wage sheets are submitted on time to our external payroll supplier
- Undertake all monthly payroll checks to make sure all deductions, standing data, starters and leavers and variable data are correct.
- Support line managers to follow HR policy and procedure for example, scheduling probation reviews, monitoring compliance with mandatory training and holiday usage
- Member of internal staff forum meetings, promoting the improvement of staff experience
- Contribute to the continual development and strategic vision of the HR service
- Administer regular staff engagement surveys.

- Lead HR communications across organisation via weekly contribution to Staff News/Staff Savvy news
- Run monthly Staff Savvy Manager's Reports on TOIL, Holidays and Sickness and distribute to Operations Managers.
- Make sure emails to the HR inbox are regularly monitored and answered in a timely and efficient manner.
- Ensure the HR section of the Staff Intranet is up to date and the information is correct.
- Ensure all leavers are assigned the relevant paperwork and update Staff Savvy and Payroll accordingly.
- Ensure all Documents and Resource Library material on Staff Savvy is current and up to date.
- Manage and administrate Staff Benefit Systems including free flu jabs, eyecare voucher, cycle and tech salary sacrifice scheme and Reward Gateway.
- Staff Awards Administration and Development.
- Conducting HR Induction Meetings with new starters.
- Provide minute-taking and meeting facilitation support at Trustee and Committee meetings and, where applicable, in HR investigation meetings, disciplinary or grievance meetings.
- KPI monitoring and reporting to HR & Administration Manager.

### **Sustainability**

- To provide ongoing support and line management for YUSU's Kickstart Scheme Sustainability Coordinator.
- To oversee the administration and coordination of YUSU's annual Green Impact submission to SOS-UK.
- To actively promote and engage others in the development of ethical and sustainable working practices across both YUSU Charity and YUSU Commercial Services Ltd.
- To contribute towards, and oversee the achievement of YUSU's sustainability (Green Impact) action plan.
- To identify and promote relevant training and development opportunities for the Sustainability Coordinator and the wider organisation in relation to sustainability, ethical working practices and environmental impact.

### **Values and Behaviours**

- To work with us we expect our staff to uphold our core values and behaviours. These are:

#### **Ambition**

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*

#### **Innovation**

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

#### **Social Conscience**

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

#### **Authenticity**

*We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

#### **Partnership**

*We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.*

## General Notes

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the staff information guide.
- To uphold YUSU's environmental and sustainability practices, ensuring good practice is met.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g., Freshers Fair, Student Balls, and any other key events, including elections if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness, and professionalism.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

## Person Specification:

| Requirements  | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| CIPD HR Diploma Level 3 or above (or Equivalent Qualification)  |           | <b>X</b>  |
| <b>Experience</b>   |           |           |
| Experience within an HR administrative role 1+ years  | <b>X</b>  |           |
| Experience of communicating with a diverse range of people, both individuals and groups   | <b>X</b>  |           |
| Experience of minute-taking and facilitating meetings   | <b>X</b>  |           |
| <b>Knowledge &amp; Skills</b>   |           |           |
| IT competent with good working knowledge of Google Suite  | <b>X</b>  |           |
| Knowledge of using HR administration software like Staff Savvy  |           | <b>X</b>  |
| Outstanding communication and interpersonal skills  | <b>X</b>  |           |
| Excellent organisational, time management and administrative skills   | <b>X</b>  |           |
| Experience of monitoring and reporting HR KPIs  |           | <b>X</b>  |
| Proactive problem-solver  | <b>X</b>  |           |
| Ability to present information clearly and concisely in writing and verbally, including the ability to write reports which identify recommendations | <b>X</b>  |           |

|   |          |          |
|---|----------|----------|
| Able to work as part of a team as well as on own initiative   | <b>X</b> |          |
| Knowledge of environmental issues and experience of implementing potential initiatives to improve sustainability within a charitable organisation |          | <b>X</b> |
| <b>Attitude</b>   |          |          |
| Positive attitude about working in a member-led organisation  | <b>X</b> |          |
| A flexible approach to work   | <b>X</b> |          |
| A positive approach to problem solving, a 'can do' attitude and an ability to work independently  | <b>X</b> |          |
| Proactive approach to personal development and willingness to undertake further HR training/study to progress                                     | <b>X</b> |          |
| A commitment to equality of opportunity and inclusion   | <b>X</b> |          |