

COVENTRY CITY OF CULTURE TRUST RECRUITMENT AND TEAM SUPPORT OFFICER

Reports to Head of Team Development

Role: Recruitment and Team Support Officer
Salary: £28,500 gross per annum
Timescales: Role to commence from August 2021, to be delivered until end of June 2022

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year while providing some much-needed certainty and resources to our artists and communities.

This is your opportunity to be part of telling the story of the city that moves.

JOB DESCRIPTION

The Recruitment and Team Support Officer, managed by the Head of Team Development, will implement recruitment activity from planning, delivery to review and provide support to team members in relation office, tech and administrative enquiries and administration of processes, including vetting procedures (DBS checking, etc). The postholder will play an active and collaborative role as a member of HR & Team Development and wider Trust.

**COVENTRY CITY OF CULTURE TRUST
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP
WWW.COVENTRY2021.CO.UK**

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

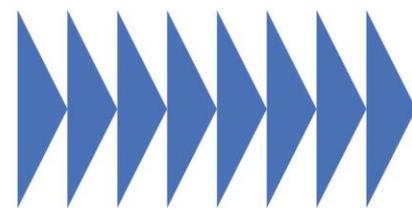
THE ROLE

Recruitment

- Work alongside the Head of Team Development to plan, deliver and review core Trust recruitment activity
- Coordinate general and targeted recruitment campaigns, building external links and relationships to support the process
- Maintain a recruitment tracker and ensure contracts spreadsheet is up to date and utilised as daily working tools to inform planning, delivery and review activity and communication with others
- Maintain a spreadsheet containing the details of previous applicants
- Create recruitment focussed communication for previous applicants, key contacts and general sharing
- Coordinate interviews including preparing paperwork, leading communication with all relevant personnel and candidates and ensuring access and inclusion is at the heart of all that we do
- Liaise with shortlisted candidate/s and administrate offer letters and contracting and onboarding process in partnership with line managers and other members of HR & Team Development
- Administrating new starter checks, tech set-up and vetting processes, including DBS checking
- Liaise with key colleagues in the process, including Finance, Marketing and Communication and Monitoring and Evaluation teams
- Update an internal organigram

Wider Team Support

- Physical and virtual point of contact in the existing and new office
- Actioning office related requests, including supporting remote / home workers and supporting with main office attendance
- Monitoring, responding and actioning requests via office@ and Recruitment@ inboxes alongside other HR & Team Development colleagues
- Being a joint point of contact for Leap IT
- Ordering equipment, including office supplies, laptops / desk set-ups, arranging fob allocation and jointly monitoring and maintaining relevant request trackers
- Raising purchase orders and updating Team Development finance spreadsheet
- Contributing to team communication updates
- Providing support to HR & Team Development Apprentice
- Actively engage with the organisation's vision and mission
- To be aware of, and undertake to comply with the Trust's policies and procedures including GDPR, Health & Safety, Safeguarding and Equal Opportunity policies



PERSON SPECIFICATION

- Excellent recruitment, office and team-based administration and coordination skills with strong attention to detail
- Ability to balance and prioritise a diverse workload
- Competent across IT and software, including a strong working knowledge of Microsoft Office suite, and willingness to learn other software programmes
- A can-do attitude to working in busy team structure, with experience of working with multiple partners with competing demands
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

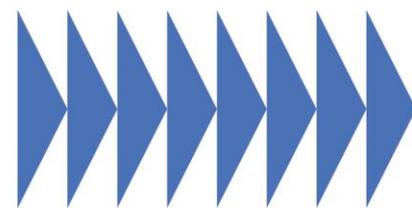
If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs.

Applications should be sent to recruitment@coventry2021.co.uk.



COVENTRY2021.CO.UK
@COVENTRY2021



TIMETABLE

Advertised – Monday 19th July 2021

Deadline for submissions – Thursday 29th July, 12 noon

Interviews – Thursday 5th August 2021

Salary: £28,500 gross per annum

TERMS AND CONDITIONS

- This is a fixed term post until end of June 2022
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed, generally between 9am and 6pm with some evening and weekend work to see shows and events. Flexible working may be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3% The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



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