



**June 2020**

Dear Applicant,

**Women and Girls Network Application Pack for the role of Human Resources Coordinator**

This pack includes information about WGN, the full-time role of Human Resources Coordinator and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us)

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk) by: 10am on Tuesday 14<sup>th</sup> July 2020. Interviews to be held on Tuesday 28<sup>th</sup> July 2020.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CV's
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the closing date, please assume that your application has not been successful this time.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN. We look forward to receiving your application.

Yours sincerely,



**Natasha May**  
Human Resources Officer



*Empowerment, healing and transformation for women moving on from violence*

## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

#### **Indigo Project**

The Indigo Project provides counselling and mental health advocacy to women who have experienced gender-based violence and have been diagnosed with multiple high risk needs. This service is provided to women who live in Ealing or Hammersmith and Fulham.

## **The London Gateway for Sexual Violence Services**

WGN lead the London Gateway for Sexual Violence Services. The project is a collaboration between the four London Rape Crisis Centre's, Survivors UK, Galop and the Havens and is funded by MOPAC via the Home Office and NHS England.

The Gateway accepts online and telephone referrals from survivors of sexual violence, their supporters and professionals. Once received the survivor is contacted by specially trained 'Navigators' who provide advice on options in accessing support across London. If the survivors chooses, the Gateway can make referrals into any one of the other partner agencies through specially arranged referral pathways. The service is designed to address the difficulties survivors face in finding and accessing specialist support in London.

## **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

## **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

## **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

## **Young Women's Service**

The Young Women's Service works with young women (11-18 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.

**Human Resources Coordinator**  
**(Female Applicants Only)**

**Starting salary £28,000 per annum – Full-time (35 hours per week)**

**This post is based in Hammersmith & Fulham and involves travel across London**

The Human Resources Coordinator will be a core role within WGN. The successful candidate will provide comprehensive, proactive support which contributes to the delivery of an efficient people orientated function. Ensuring all beneficiaries and stakeholders have an excellent experience of the service and WGN. As with all WGN team members, the Human Resources Coordinator will be responsible for actively contributing to a culture that values and respects diversity, learning, improvement, striving for quality and best practice.

The ideal candidate will have relevant in-depth experience in human resources operations and administration, with an up to date knowledge of employment law and understanding of best practice. She will have the ability to coordinate a sensitive and confidential people focused service confidently. She will also need to be resilient, collaborative and innovative in her approach and have a 'can-do' solution focused attitude.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement, an Employee Assistance Scheme and a commitment to learning and development.

**For further information and to download an Application Pack please visit**  
**[www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us)**

**Completed applications should be emailed to: [humanresources@wgn.org.uk](mailto:humanresources@wgn.org.uk)**

**The closing date for application is 10am on Tuesday 14<sup>th</sup> July 2020**

**Interviews will be held on 28/07/2020**

This post is subject to satisfactory references and DBS check.

WGN is an equal opportunities employer.  
The above post is exempt under the Equality Act 2010, Schedule 9, Part 1

## Human Resources Coordinator - Job Description

<b>Job title:</b>	Human Resources Coordinator (Female Applicants Only)
<b>Team:</b>	Human Resources
<b>Reporting to:</b>	Human Resources Officer
<b>Location:</b>	Hammersmith & Fulham (involves travel across London)

### Women and Girls Network (WGN)

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey involving diverse aspects of self: body, mind and spirit. WGN promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

### Job Purpose

To provide comprehensive human resources support which contributes to the delivery of an efficient people orientated function. Ensuring all beneficiaries and stakeholders have an excellent experience of the service and WGN. As with all team members, the post holder will actively contribute to a culture that values and respects diversity, development and which strives for quality and best practice.

The Human Resources Coordinator will work closely with the Human Resources Officer and refer to her and / or the Director of Operations and Development for advice and guidance on matters that fall outside the parameters of their role.

Commercially or reputationally sensitive issues and complex problems potentially impacting on the operation of the charity will be discussed and managed in consultation with the Human Resources Officer and / or Director of Operations and Development.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

### Key Responsibilities

- Acting as the primary point of contact for WGN's people operations, with responsibility for forwarding and escalating matters as appropriate.
- Coordinating a sensitive and confidential people orientated function, ensuring data integrity in accordance with data protection legislation.
- Contributing to the review of and continuing improvement of WGN's human resources function.
- Supporting and delivering on ad hoc projects as required by the function and WGN.
- Providing appropriate cover across the wider Operations and Development service as and when necessary.
- Proactively contribute to WGN's capacity to support women and girls effected by, or at risk of gender-based violence.
- Act as an ambassador for WGN and champion our work.



## **Job duties**

### **Advice and guidance**

- Provide accurate and timely human resources advice, guidance and interventions.
- Provide training to new and existing team members, ensuring they have access to human resources related information and are equipped to use relevant systems.

### **Onboarding and Offboarding**

- Coordinate employee recruitment and volunteer selection processes, ensuring a seamless service is provided.
- Support candidates throughout employee recruitment and volunteer selection processes, ensuring they have positive end to end experiences.
- Undertake pre-employment and pre-engagement screening and securing other compliance checks (and renewals).
- Produce and administer people related paperwork e.g. preparing standard and non-standard contractual documentation.
- Coordinate the onboarding and offboarding of team members, e.g. conducting exit interviews.
- Coordinate and support the induction, orientation and integration of new starters.
- Coordinate and support the change processes for internal movement.
- Coordinate and support exit management processes.

### **Other**

- Maintain monitor and manage accurate manual and electronic records, ensuring timely archiving and secure disposal of data.
- Ensure that WGN's human resources practice complies with legal, funding and / or partnership requirements, and that records are prepared for regular audit / monitoring.
- Contribute to maintaining an up-to-date employee handbook and human resources related policies and procedures.
- Continuously monitor and review WGN's human resources systems and processes, ensuring a high quality service provision that meets the needs of stakeholders and reflects current good practice.
- Maintain an up to date set of work instructions relating to the operations of the human resources function.
- Work with and be supportive of with WGN's objectives, recognising the integral role that the human resources team contributes to the achievement of WGN's purpose and objectives.

### **Relationships**

- Work collaboratively and closely with, and supporting, the Human Resources Officer and Director of Operations, and wider Operation and Development team.

- Work collaboratively with all team members and teams to ensure WGN's shared objectives are successfully achieved.
- Build cooperative and constructive relationships with a wide range of stakeholders.

## **Universal**

- Work in line with WGN's ethos, values, policies and procedures at all times, promoting empowerment and modelling anti-oppressive and anti-discriminatory practices.
- Contribute to WGN's ability for delivering equality and diversity strategies which are integrated into all areas of operation.
- Ensure Service Users remain the focus of all WGN's operations.
- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- Share contacts, information and expertise to build a stronger team and enhance the knowledge base of WGN.
- Coordinate WGN's human resources processes in the most cost effective manner possible.
- Ensure compliance with relevant standards and legislation, e.g. employment, Data Protection, the Equality Act and Health & Safety.
- Actively participate in the support and supervision, training and development opportunities available.
- Avoid any action that may cast WGN and / or its activities into disrepute.
- Carry out other duties appropriate to the role that are necessary for the delivery of human resources service and the effective functioning of the organisation.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

## **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter the terms and conditions of employment.

## **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

## **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

## Human Resources Coordinator – Person Specification

<b>Knowledge, Expertise and Experience</b>	<b>Requirement</b>
Demonstrable experience of working within a human resources function.	Essential
CIPD Qualification and membership.	Desirable
Working knowledge of current and emerging human resources related legislation and trends in good practice.	Essential
Proven experience of undertaking vetting checks (i.e. securing pre-employment / pre-engagement checks).	Essential
Experience of promoting safe and effective working practices and workplaces.	Essential
Experience of handling sensitive and confidential data and of ensuring complete discretion.	Essential
Experience of maintaining and developing manual and computerised data recording systems.	Essential
Proficient in the use of Microsoft Office.	Essential
Proficient in the professional use of digital media.	Desirable

<b>Skills, Abilities and Behaviours</b>	<b>Requirement</b>
Demonstrable commitment to anticipating and exceeding expectations wherever possible and to seeking and achieving mutually beneficial outcomes.	Essential
Ability to plan and organise own workload effectively and to balance competing expectations in line with changing organisational priorities.	Essential
Commitment to maintain comprehensive knowledge relating to professional areas of responsibility e.g. employment legislation.	Essential
Ability to build rapport with others and to maintain constructive and collaborative working relationships.	Essential
Ability to respond to sensitive issues with empathy and resilience.	Essential
Ability to maintain a confident, controlled and focused attitude in challenging situations.	Essential
Team player with a positive and proactive 'can do' approach who embraces change.	Essential
Demonstrable commitment to continuous professional and personal learning and development, and willingness to contribute to the learning of others.	Essential
Ability to work quickly, systematically and accurately under pressure.	Essential
Ability to use initiative to problem solve, seeking appropriate support where necessary.	Essential

<b>Others</b>	<b>Requirement</b>
Commitment to work in accordance with WGN's ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable