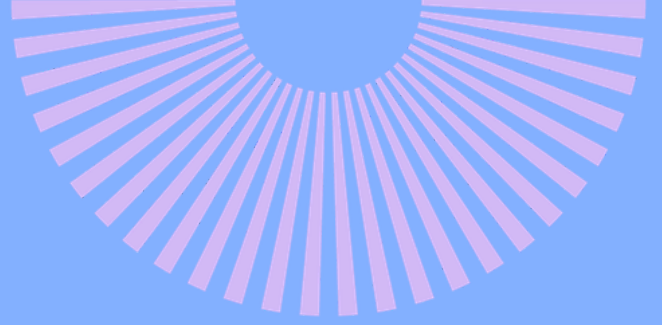


UNION
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HR Coordinator





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Welcome

Thank you for your interest in joining the team at Union.

As we move forward from our former identity as ARU Students' Union, this new chapter represents a pivotal moment for our organisation. Rebranding as Union reflects our ambition to be a modern, values-driven organisation that is clear in purpose, confident in voice, and united in its commitment to students and staff.

Our people are at the heart of everything we do. As we continue to develop our services and presence across campus, we are looking for a **HR Coordinator** who will play a key role in delivering a high-quality HR service to the business, with a particular focus on recruitment, training and development record-keeping, and day-to-day HR administration. This is an excellent entry-level opportunity for someone looking to launch a career in human resources within a supportive and professional environment.

You will be the first point of contact for HR queries across the organisation, so a genuine commitment to outstanding customer service is essential. We believe every interaction - whether with a candidate, a new starter, or a long-standing employee - is an opportunity to make someone feel welcomed, valued, and cared for.

We are thrilled that you are considering joining us at such an exciting time. If you are passionate about supporting people, improving the student experience, and making a real difference across campus, we look forward to exploring how you could be part of Union's next chapter.

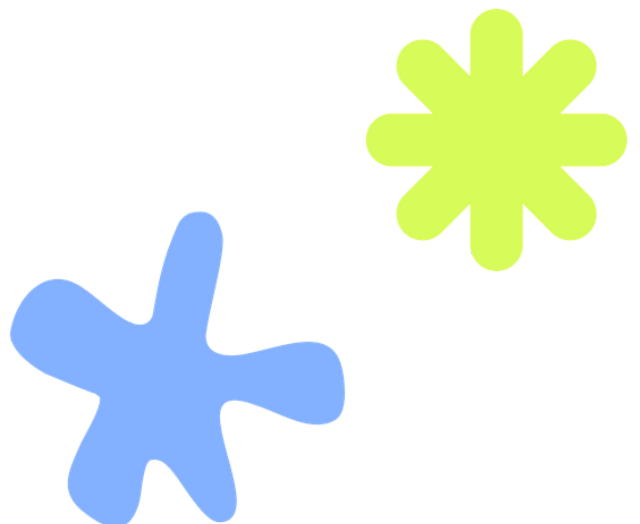
If you have any questions or would like to know more about the role, please don't hesitate to get in touch.



Rohan Rajesh
Union President



John Valerkou
Chief Executive Officer



Strategy

Mission: A student-powered union where every voice matters, every campus connects, and good vibes are part of the culture.

Model: Five Campuses, One Union

Pillars and Foundation:

- A) We will put students in charge
- B) We will extend students' rights and opportunities
- C) We will build and nurture communities
- D) Multisite organisation and functionality



Who We Are



This organisation is a registered charity and limited company supporting Anglia Ruskin University students across five distinct campuses, each offering unique opportunities and challenges for its 30,000 members. Led by annually elected sabbatical officers and a senior management team, it empowers a staff team of around sixty-five and fifty student staff to deliver representation, opportunities, and advice.

Directorates

We have three distinct directorates:

Student Leadership and Communities

Marketing, Enterprise and Insight

Central Services

Student Leadership and Communities

The Student Leadership and Communities Directorate leads on Union's core student-facing work, including Advice, Representation, Societies, internal Volunteering, Student-Led Projects, and Campus-Based Engagement.

Marketing, Enterprise and Insight

We deliver bold, insight-driven marketing, vibrant enterprise spaces, and data-led decision-making that together strengthen student connection, opportunity, and experience. By combining creative storytelling, welcoming commercial environments, and robust student insight, we ensure every service and campaign is purposeful, impactful, and truly shaped by our community.

Central Services

Our Central Services directorate underpins the Union with strong, people-centred HR support and robust financial and risk management, ensuring our organisation is stable, compliant, and ready to grow. By investing in our staff and safeguarding our resources, these functions create the foundations that allow every part of the Union to operate confidently, sustainably, and in the best interests of students.



THE OFFICER TEAM



Rohan Rajesh
Union President



Jeena Thomas
Education Officer



Ramees Nazar
Activities and
Opportunities Officer



Gawdham Melath
International and PGR
Officer



Roshan Lal
Welfare and Liberation
Officer



Nayem Hassan
London Campus Officer



Ashmin Shaju
Peterborough Campus Officer



Amelia Brewer
Writtle Campus Officer

HR Coordinator Job Description

Job Title: **HR Coordinator**

Department: **HR & People Team**

Reports to: **Head of HR & People**

Responsible for: **No direct line management responsibility**

Hours of Work: **24 hours per week**

Place of Work: **Chelmsford or Cambridge Campus**



Purpose of Role

The HR Coordinator plays a central role in the day-to-day running of the HR & People function, supporting everything from recruitment through to training and employee records. Working within a small team, the role requires someone who is organised and reliable, but who also understands that behind every process is a person. This role is key to making sure people feel supported, informed, and valued at every stage of their journey with us.

Key Responsibilities:

Recruitment

- Coordinate end-to-end recruitment activity, including drafting and posting job adverts across relevant platforms.
- Manage candidate communications throughout the recruitment process, ensuring a positive and professional experience at every stage.
- Schedule interviews, assessments, and selection activities, liaising with hiring managers and candidates as required.
- Maintain the applicant tracking system (ATS), ensuring all candidate records are accurate and up to date.
- Prepare offer letters, employment contracts, and pre-employment checks (references, right to work, DBS where applicable).
- Support the onboarding process to ensure new starters have a smooth and welcoming first experience.

Training and Development

- Maintain and update training and development records for all employees, ensuring information is accurate, complete, and compliant.
- Track mandatory training completion and proactively follow up with managers and staff to ensure deadlines are met.
- Coordinate the scheduling and administration of internal and external training programmes.
- Produce regular reports on training compliance and development activity for the HR team and wider management.
- Support the administration of appraisal and performance review cycles, including managing documentation and timelines.

HR Coordinator Job Description

General HR Administration

- Serve as a first point of contact for HR queries from employees and managers, providing prompt, accurate, and professional responses.
- Maintain employee records and HR systems, ensuring all data is kept up to date and in line with GDPR requirements.
- Support meetings by providing minute taking services as required. Support the HR team with a range of ad hoc projects and initiatives as the business evolves.

Union expects all staff to participate in any training program considered relevant to your job and encourages all staff to participate in, and take ownership of their induction, personal development review, departmental staff meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the staff handbook, and within Union departments. Union is fully committed to its policies and procedures on Equality and Diversity.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Welcome Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the organisation by displaying high standards of service, integrity, punctuality, politeness and professionalism.

Please note, that all employees are subject to pre-employment checks including a Disclosure and Barring Service check if required for the role.



HR Coordinator Person Specification

Criteria	Essential	Desirable	Identified
Education & Qualifications			
Minimum GCSE or Level 2 equivalent English and Maths	✓		E/A
CIPD Level 3 (or working towards)		✓	E
Knowledge & Experience			
Exceptional customer service skills with a professional, approachable manner.	✓		A/I
Previous experience in an administrative or customer-facing role.		✓	A/I
Familiarity with HR systems or applicant tracking tools		✓	A/I
Skills and Abilities			
Proficiency with Microsoft Office (Word, Excel, Outlook) or equivalent tools.	✓		A
High attention to detail, with confidence handling sensitive and confidential information.	✓		A/I
Clear and effective written and verbal communication skills.	✓		A/I

E: Evidence, A: Application, I: Interview

HR Coordinator

Person Specification

Strong organisational skills and the ability to manage multiple priorities simultaneously	✓		A/I
Personal Qualities			
A genuine passion for people and a desire to build a career in HR	✓		A/I
Flexible and adaptable approach to work and working hours	✓		I
A personal commitment to discretion, empathy, and integrity in all aspects of their work	✓		A/I
Ability to work under own initiative	✓		A/I
Other			
Understand of and commitment to the principles of equal opportunities	✓		A/I
A desire for self-development and willingness to engage in training opportunities	✓		A/I
Commitment to working in a democratic environment	✓		A/I
Ability to travel independently to other locations when required.		✓	A

How To Apply

Simply head over to arunion.co.uk/jobs, navigate to the role you'd like to apply for and complete the online application form. Unfortunately, we don't accept CV's, or applications that are sent by email, so ensure you complete the application form via the application portal. Any questions please send them to: recruitment@arunion.co.uk

The closing date for applications is **Wednesday 18 March at 23:00**. Panel interviews will be held during w/c 23 March.

Please note, that all employees are subject to pre-employment checks including a Disclosure and Barring Service check if required for the role.

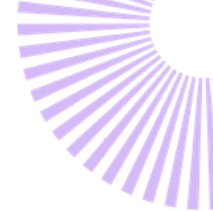
At Union ARU, we're committed to building a workforce that truly reflects the diversity of the community we serve. We welcome applications from people of all backgrounds, regardless of gender, age, nationality, ethnicity, sexuality, religion, or disability.

Every candidate is treated fairly, and all appointments are made based on merit. If you have any questions about any of our roles, please feel free to contact us at recruitment@arunion.co.uk

APPLY NOW



Staff Benefits



Staff Benefits
Financial Wellbeing
Equal contribution pension with 3x Salary Life Assurance
Medicash Health Cash plan
Free Tea & Coffee provision
Professional Development
Short training courses
Accredited Qualifications
Conferences
Mentoring and Coaching
LinkedIn Learning and ARU Courses
Perks
Cycle to Work Scheme
Tech Scheme
Summer and Winter Celebrations
Discounts on Hot Food in our Outlets

Hot drink loyalty cards in Cambridge, Chelmsford and Writtle
Milestone Birthday recognition
Allowances
Enhanced family leave: Maternity and Paternity or Co-Parental Leave
Enhanced statutory leave provisions
Leave and Time Off
25 - 30 days annual leave plus 8 bank holidays
Up to 7 closure days in addition to annual leave
Work Life Balance
Hybrid and flexible working
Health and Wellbeing
Employee Assistance Programme
Paid time off for medical appointments
Wellness hours
Gym discounts (through ARU)



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