



# JOB SPEC

## People Development & HR Coordinator

**Location** : Penrith, Cumbria  
**Hours** : 2080 annualised hours per annum  
**Contract type** : Permanent / Full-time  
**Responsible to:** Senior Leadership Team (SLT)  
**Salary** : £30k per annum

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This position plays a key role in assisting with people-related strategies, employee engagement and operational HR tasks to ensure a positive and inclusive workplace culture.

### Key Responsibilities:

#### Talent Development & Growth

- Collaborate with department heads to identify skills gaps and create/lead company-wide recruitment and onboarding
- Collaborate with department heads to lead company-wide recruitment and onboarding
- Support employee career pathways/progression
- Champion a culture of feedback, learning and personal growth

#### HR Support, Strategy & Collaboration

- Assist in implementing HR policies and procedures across the organisation
- Maintain accurate employee records and ensure compliance with HR standards
- Contribute to the broader HR strategy
- Help gather and analyse HR data to identify trends and improvement opportunities
- Collaborate with heads and leads to integrate development initiatives
- To lead staff development discussions

#### Quality & Service Improvement

- Be aware of and support the organisational strategic direction and annual business plans, ensuring objectives are achieved
- Take an active role in relevant meetings

#### Qualifications & Experience

- At least 1-years' proven experience in HR administration, development, or organisational effectiveness
- Experience of M365, learning platforms, performance management systems, and HR analytics.

#### Key Skills

- Excellent communication and interpersonal skills
- Confidentiality and professionalism
- Strong organisational skills and attention to detail
- Proactive approach to identifying and solving problems

- Analytical and critical thinking – ability to understand the bigger picture and develop actionable insights
- Strategic thinking – the ability to understand long term challenges and opportunities to develop the company's long-term vision

#### Why join us

- ❖ Be part of a supportive and values-driven team
- ❖ Make a meaningful impact in your local community
- ❖ Enjoy flexible working patterns and a positive work-life balance
- ❖ Enrolment into our workplace pension scheme into which 4EDEN contributes 3% of your salary if you meet the qualifying criteria
- ❖ Enrolment into an employer-paid healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses and additional benefits for your well-being; with the option to add your partner and free children's cover
- ❖ Your Birthday off every year - paid
- ❖ Ongoing training, continuing professional development (CPD) and career progression opportunities.
- ❖ As a valued member of our team, you'll be eligible for the Blue Light Card, giving you access to a wide range of discounts across retail, travel, leisure and more (subscription reimbursement)
- ❖ Guaranteed monthly salary BACS into your bank account 3 working days before the end of every month
- ❖ Introduce a friend scheme – £100 for you & £100 for your friend (subject to Terms & Conditions)
- ❖ Branded workwear

We're actively hiring so, if you'd like to make a real difference, we would love to hear from you! Submit your application today or contact us directly to learn more.

Email : [office@4eden.co.uk](mailto:office@4eden.co.uk)

Telephone : 01768 892014

Website : [www.4eden.co.uk](http://www.4eden.co.uk)