

Job Description

Job Title	HR Services Coordinator
Reports To	Head of HR / Finance
Responsible For	N/a
Department	Human Resources
Location	The majority of the Theatre School's activities are based at the School's Downside Road, Clifton site, with input at other relevant locations as required.
Hours	This is a part-time post, predicated on 21 hours each week. For operational reasons one of the working days required in the office is on a Monday. Occasional evening & weekend work may be required. Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.
Term	This a fixed-term post until 31st August 2027.
Pay	£16,800 - £18,000 per annum pro rata dependent on experience (based on the full-time equivalent of £28,000 - 30,000 per annum)
Benefits	Flexible working hours, according to business needs. Complimentary tickets to Theatre School productions. Invitation to annual screening of students' film work. Join alumni masterclasses arranged for current students. Parking space on a first-come-first-served basis. Bring your (well-behaved) dog to work. Employee Assistance Programme available to all staff. Staff-led groups. Supportive and friendly environment.
Pension	4% employer and employee contribution into workplace pension administered by the People's Pension.
Holidays	25 days per holiday year plus bank holidays (pro-rata based on part-time hours)
Notice Period	Two months, after successful completion of probationary period
Probationary Period	Six months
Duties & Responsibilities	<p>Position Overview:</p> <p>The HR Services Coordinator provides high-quality operational support, with a strong focus on maintaining accurate HR records, coordinating recruitment and onboarding, supporting payroll processes, and ensuring HR systems and trackers are up to date. The role delivers reliable first-line HR support, contributes to HR projects and policy updates, and ensures continuity of HR services.</p>

In addition, the role provides administrative support to the Trustee body, including meeting coordination, minute-taking and maintaining governance records. Attendance is required at all full and other Trustee meetings (including committees, subcommittees and, when necessary, occasional working group meetings). Evening working is required to carry out this part of the role.

Responsibilities:

HR Operations

- Maintain accurate HR records — Ensure HRIS data, employee files and documentation are complete and accurate.
- Support HR systems and procedures — Assist with maintaining, updating and improving HR systems, workflows and procedural documentation.
- Coordinate recruitment and onboarding — Support advertising, interview scheduling, offer paperwork and induction processes.
- Assist with off-boarding — Support exit processes, documentation and system updates.
- Provide payroll administration support — Ensure timely and accurate submission of monthly payroll changes.
- Respond to routine employee queries — Provide HR support and signpost policies.
- Maintain HR process trackers — Monitor onboarding, probation, compliance and workflow trackers.
- Coordinate staff training and briefings — Arrange logistics, attendance and materials for internal training.
- Contribute to HR projects and policy updates — Support improvements, version control and documentation.

Trustee & Governance Support

- Coordinate trustee and committee meetings — Schedule meetings 12–24 months ahead and manage logistics.
- Prepare agendas and meeting papers — Liaise with the Chair and ELT to prepare agendas and request papers.
- Distribute meeting packs — Collate, format and circulate papers at least seven clear days before meetings.
- Take minutes and maintain governance records — Produce accurate minutes, track actions and maintain an organised archive.
- Support trustee membership administration — Maintain trustee records, support recruitment, induction and training, and manage registers.

Duties:

HR Operations

- Update HRIS records for starters, leavers, contractual changes and compliance documentation.
- Prepare offer letters and contracts and ensure all supporting documents are issued and filed.
- Schedule interviews, communicate with candidates and support recruitment administration.
- Prepare induction materials and ensure onboarding tasks are completed.
- Process payroll changes including salary amendments, allowances and working pattern updates.
- Respond to routine HR enquiries and escalate where appropriate.
- Maintain HR trackers including onboarding, probation, compliance and workflow logs.
- Arrange staff training sessions and maintain attendance records.
- Support HR policy updates through formatting, version control and communication.
- Assist with HR projects including data gathering, research and administrative coordination.
- Ensure confidentiality and data protection in all HR activities.

Trustee & Governance Support

- Schedule trustee and committee meetings and maintain the forward planner.
- Arrange meeting logistics including rooms, IT access and refreshments.
- Prepare agendas with the Chair and ELT, and remind contributors of deadlines.
- Collate and distribute meeting packs at least seven clear days before meetings.
- Record attendance and maintain attendance logs.
- Take minutes capturing decisions, actions and responsible leads.
- Manage minute approval and circulate approved versions.
- Maintain governance archives including agendas, papers, minutes and correspondence.
- Support trustee recruitment including arranging meetings and preparing welcome packs.
- Maintain a trustee database including terms of office and committee membership.
- Maintain registers including interests and attendance.
- Support compliance checks such as DBS confirmation.
- Attend trustee and committee meetings to provide administrative support and minute-taking.

	<p>Additional Requirements:</p> <ul style="list-style-type: none"> ● High level of accuracy in data entry, documentation and minute-taking. ● Ability to manage competing deadlines across HR and governance workflows. ● Confident communication skills with staff, managers and trustees. ● Commitment to confidentiality and handling sensitive information appropriately. ● Proactive approach to improving processes and supporting the team.
<p>Person specification</p>	<p>Essential:</p> <ul style="list-style-type: none"> ● Experience in HR administration within a busy operational environment. ● Strong organisational skills with the ability to manage multiple workflows. ● Excellent written communication including minute-taking and document preparation. ● High digital literacy including HRIS, MS Office and document management. ● Understanding of payroll processes and the importance of accurate data. ● Ability to maintain confidentiality and handle sensitive information with discretion. ● Experience in minute taking and supporting meetings. <p>Desirable:</p> <ul style="list-style-type: none"> ● CIPD Level 3 ● Experience supporting governance or trustee meetings including minute-taking and pack preparation. ● Experience of providing HR advice ● Knowledge of HR processes in HE or the charity sector. ● Familiarity with HRIS platforms and reporting tools. ● Basic understanding of employment legislation relevant to HR administration. ● Experience coordinating recruitment or onboarding processes. ● Knowledge of Trustee Body procedures* ● Knowledge of the respective roles and responsibilities of the Trustee Body and the Executive Leadership Team* ● Knowledge of data protection legislation* <p>*Training will be given</p>

	<p>Special Requirements:</p> <ul style="list-style-type: none"> • Be able to work at times convenient to the Trustee Body, including evening meetings. • Be able to travel to meetings as requested and attend online if required.
<p>Additional Information</p>	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
<p>Equal Opportunities</p>	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p>Equality & Diversity</p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.</p> <p>We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital/partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.</p> <p>Selection & Assessment</p> <p>We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and</p>

	<p>employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will guarantee an interview.</p> <p>We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.</p>
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