

Role: People Coordinator

Reports to: Head of People Operations

Location: Scottish Event Campus, Glasgow, site-based role with regular travel

Role Summary

The People Coordinator plays a key role in supporting the People team across all aspects of the colleague lifecycle. This position ensures smooth day-to-day operations, delivers excellent colleague experiences and helps drive process improvements. The People Coordinator is organised, detail-oriented and passionate about people and culture.

Key Responsibilities

People Operations & Administration

- Maintain and update colleague records in HR systems (e.g., onboarding, changes, terminations).
- Prepare contracts, letters and other HR documentation.
- Support payroll input and coordinate with finance / payroll.
- Manage people team inboxes and respond to colleague queries with accuracy and care.
- Coordinate internal people operation projects.

Onboarding & Offboarding

- Coordinate new hire onboarding schedules, welcome communications and setup.
- Ensure a smooth offboarding process, including exit interviews and system deactivation.
- Help maintain and enhance onboarding and offboarding materials and experiences.

Recruitment Support

- Support hiring managers with job adverts, screen CVs and scheduling interviews.
- Assist with candidate communications and interview logistics.
- Help organise hiring events, assessments or candidate days.

Colleague Engagement & Culture

- Assist in planning people-focused initiatives like team events, wellbeing programs, and DEI activities.
- Support employee feedback cycles and recognition programs.

Compliance & Reporting

- Ensure compliance with employment laws and company policies.
- Maintain accurate employee data and support HR reporting requirements.
- Help with audits, surveys, and documentation as needed.

Required Skills and Experience

- 1–3 years in a similar HR/people operations or coordinator role.
- Understanding of HR processes and employment law basics.
- Experience in a fast-growing or agile organization is an advantage.

Key Competencies

- Excellent organisation and time management skills.
- Strong communication and interpersonal skills.
- Confidential and trustworthy with sensitive information.
- Proactive and service-oriented attitude.
- Familiarity with HRIS systems.
- Ability to multitask and adapt in a fast-paced environment.