

HR COORDINATOR JOB DESCRIPTION

Salary: Please see our [Global Salary Scales](#) for more information on salaries payable in different locations. This role will be paid at the rate for Grade D in these scales. We do not negotiate on salary.

Location: This role is open to applicants based anywhere ADD currently has staff (Bangladesh, Cambodia, Kenya, Sudan, Tanzania, Uganda or UK). You must have an existing right to work in the country you wish to be based.

You can be based in any of the countries above but you will need to be available for agreed times within the hours of 9am to 4pm UK time as this is where the line manager of the role is based. Exactly how this would work can be discussed once an offer is made, depending on your location.

If you are based in a country where we have an existing office you can choose to work from the office, from home, or a combination. If outside of these countries, you will be expected to work from home.

Reports to: HR Manager

Contract: Full-time and permanent (though we are open to considering applications from those who want to work on a part-time or job-share basis). We are currently trialling a 4-day working week for the same pay and you will have the choice to opt-in to the trial on the understanding it could end.

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your employment with ADD.

About ADD International.

ADD is a participatory grant-maker for disability justice. Our **Vision** is for a world in which ableism no longer exists, and in which disabled people can access their full rights and experience justice. Our **Mission** is to resource disability justice activists and organisations, nurture lived-experience leadership, and influence fairness in funding so that disability justice movements thrive.

Our work is rooted in supporting disability rights activists in Africa and Asia to realise the changes they want to see. We are getting back to our roots by sharing more power and resources directly with them. We are transforming to become a participatory grant-maker in order to move more funding directly to disability justice activists. Crucially, we will also give disability justice activists greater decision-making power on who should receive funding and how funding should be spent.

CHALLENGE/ROLE

ADD is currently transforming its way of working and its own staffing structure to deliver on its strategy, Mtiririko and become a Participatory Grant Maker. This has brought opportunities for trailing new HR related initiatives (such as a 4-day working week) and global standards (such as a global holiday entitlement) and also posed new and interesting challenges (such as how we recruit globally outside of places we currently work) which means that additional HR support is now required.

OPPORTUNITY

This role will work with the HR Manager to support and lead on all aspects of generalist HR across ADD. The opportunity has arisen as the HR Manager takes on a greater responsibility for other projects and initiatives so requires an additional HR resource to take the lead on day-to-day HR tasks. The role will manage general HR tasks and administration as well as leading on specific HR projects.

It is an exciting time to be joining ADD as we realise the transition set out in our new strategy. As well as managing day to day HR tasks there will be opportunities for this role to get involved in, and make suggestions for, new ways of doing things. We have a particular focus on wellbeing, training and inclusive cultures during 2025 and this role will be able to support work in these areas.

TEAM

This role will sit within the Resources, Systems and Culture Team. Within ADD, this role will be managed and work closely with the HR Manager who is based in the UK. The role will support staff, managers, trustees and consultants working globally and work closely with Finance Officers in other countries who have HR responsibilities as part of their roles. The role may also work on projects alongside the Inclusion Champion. Externally the role will interact with job applicants, external trainers and other INGO HR staff.

SKILLS

- You have significant experience of managing generalist HR and administration in a busy office environment, ideally within an NGO/Charity
- You have a good knowledge of emerging HR trends and best practice
- You are passionate about wellbeing and inclusion and enabling staff to work at their full potential

- You are committed to accessibility and inclusion
- You have experience of advising managers on a wide range of HR areas
- You have strong experience of supporting end to end recruitment processes
- You have strong communication and interpersonal skills that you adapt to build relationships with different stakeholders in diverse contexts
- You have knowledge of employment law in at least one country in which ADD currently has staff, other than the UK
- You have experience of drafting and updating HR policies, guidelines and procedures
- You have good project management skills, are organized and good at managing multiple tasks and projects to be delivered in the same period, working with limited supervision
- You take initiative when needed and are confident when communicating your point of view
- You will be equally happy managing HR related admin as leading on or supporting wider HR projects

RESPONSIBILITIES

HR monitoring, systems & administration

- Manage HR records, monitoring and issuing contracts and amendment letters, ensuring staff details and job descriptions are current
- Manage and monitor standard HR processes such as the annual performance review process, annual leave, sick leave etc. suggesting improvements where necessary
- Overall responsibility for People HR, our online HR system
- Ensure relevant HR data is captured and reported on and take follow-up action as required
- Provide administrative support to HR related working groups, for example arranging meetings and following up actions

Recruitment, onboarding & training

- Provide support to managers in their recruitment processes. To include preparing job packs, uploading vacancies, interview logistics
- Onboarding of new starters, supporting managers to plan inductions and getting new starters set up on systems
- Analysis of training needs identified in annual reviews to inform training plans for the year
- Identifying suitable global training opportunities and associated logistics

HR policy, employee relations & projects

- Provide support and advice to managers on a broad range of employment related issues, including managing the HR and recruitment inboxes

- Lead on or support various HR projects that arise over time
- Ensure the Global HR policies are up to date to ensure best practice, and manage the ongoing updating of policies and procedures including updating the policies SharePoint site
- Other ad hoc HR tasks that may arise

Safeguarding

- Ensure familiarity, and compliance with, ADD's child and vulnerable adult safeguarding policy and undertake training as required
- Responsibility for HR related safeguarding actions (for example ensuring online training is completed and police checks are carried out and renewed)

ONBOARDING SNAPSHOT

WITHIN 1 MONTH, YOU WILL:

- Take responsibility for HR monitoring and related paperwork
- Familiarise yourself with ADD's global HR policies and procedures and take on day to day responsibility for the HR and recruitment inboxes
- Look into how we can use the website for online applications and start to set this up

WITHIN 3 MONTHS, YOU WILL:

- Support the HR Manager and Inclusion Champion to review and update the global recruitment policy, in particular to ensure it is inclusive and supports our aim of having 50% of our staff made up of disabled people
- Complete a thorough induction to ensure you can carry out the requirements of the role
- Update the recruitment pages of the website to include more details on ADD's recruitment process and benefits in order to attract more people to apply
- Take responsibility for regular HR reporting and make suggestions for improvement

WITHIN 6-12 MONTHS, YOU WILL:

- Support a review of the annual performance review cycle
- Take responsibility for full end to end recruitment process for junior roles and admin/logistics for all roles
- Complete an audit of benefits provided globally to inform decision making on global minimum standards
- Review and update the HR induction site on SharePoint

Safeguarding level.

We are committed to ensuring we are a safe organisation that does no harm to people we work with. As we transition from project-based work to grant-making we recognise the power

dynamics this creates that can make grant-seekers vulnerable to abuse and are putting in place robust systems to minimise risk to any communities we work with.

Our processes ensure all posts are graded, based on interaction with communities, persons or organisations of persons with disabilities. This post is a **Level 1** post. See outline of all levels below:

- **Level 1** - office based, no real direct access to communities, persons or organisations of persons with disabilities, and never alone.
- **Level 2** - a travelling role, possible access to communities, persons or organisations of persons with disabilities but unlikely to be alone.
- **Level 3** - regular access to communities, persons or organisations of persons with disabilities, including on their own, or lead responsibility for safeguarding within office/location.

How to apply.

Interested applicants should send the following attachments by email:

- Their **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words or 6 minutes audio/video)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- What motivated you to apply for this role?
- What experience or ideas do you have for improving staff wellbeing?
- We are aiming to recruit more disabled staff, what do you think we need to consider when doing this and do you have any ideas for attracting more disabled people to apply for our vacancies?

Please send your application to: recruitment@add.org.uk by the closing date specified below.

If you need an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Application deadline: Wednesday 30 April 12pm UK time

Interviews will be held week commencing 12 May

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. We also prioritise applications from disabled people, this means that we first only review applications from those who identify as disabled. Only if we are unable to recruit from this group will we review other applications.

For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work as participatory grant-maker for disability justice means that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse.

ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

Data protection.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our ['Job Applicant Privacy Notice'](#).

Due to the nature of our roles, interacting with staff in our different countries, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.