



People and Culture Coordinator

Job Description

Job Title:	People and Culture Coordinator (CIPD Level 5 Apprenticeship)
Salary:	£27,510- £29,500 pa subject to qualifications and experience. Benefits include: <ul style="list-style-type: none">• Generous annual leave allowance• Paid sick leave• Enhanced family-friendly leave• Compassionate and emergency leave• Pension scheme• Life insurance policy• Employment Assistance Program• Access to vouchers and discounts• Monthly wellbeing allowance
Reports to:	People and Culture Manager
Location:	Oxford Some home working is possible. Travel throughout Oxfordshire and further afield may be required.
Hours of work:	37.5 hours per week Full-time (37.5hrs per week), part-time, or condensed hours will be considered, with responsibilities tailored accordingly.

Closing date for applications: 9 am on the 17th of April 2026

Interviews to be held: w/c 20th of April

Please note that the closing date may be brought forward if a high volume of applications is received.

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#). Alternatively, [visit our website](#) or [email](#) us for more information.

Oxfordshire Youth

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that offers them the best possible opportunity to realise their potential. Our staff are redefining the youth sector in Oxfordshire and we envisage a world in which young people have the tools they need to approach life with creativity, resilience and brilliant mental health.

Our commitment to inclusion and diversity

OY warmly welcomes applications from the global majority, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if your CV isn't a 100% match with a job description.

We nurture our community, creating an open, inclusive and diverse organisation where all team members feel a sense of belonging.

Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment.



The Role

Young people in Oxfordshire face significant inequalities in access to opportunities, support, and pathways to their full potential. Our work changes that. Through high-quality youth work, we empower young people to thrive, building futures where they are valued, respected, and equipped to shape their own lives.

Our people make this possible.

As People and Culture Coordinator, you will play a vital role in shaping an inclusive, values-driven workplace where colleagues feel supported, developed, and inspired to deliver meaningful impact. Every positive employee experience you create, every process you strengthen, and every culture initiative you champion will directly enable our teams to better serve young people.

We are seeking someone who is passionate about people and organisational culture, combining empathy with precision. Motivated by high standards and meaningful impact, you will coordinate core People and Culture processes, champion wellbeing and engagement, and help build a culture of inclusivity where everyone can thrive. This role requires someone who shares our values and vision and enjoys building trusted relationships across the organisation to help create a more equitable future for Oxfordshire's young people.

Key Responsibilities

People Operations and Administration

Ensure all People and Culture administration is completed accurately and within agreed timelines, maintaining complete, confidential, and GDPR-compliant employee records. Coordinate recruitment processes from advertising through to onboarding, and deliver smooth induction experiences for all new starters.

Recruitment and Onboarding

Manage recruitment logistics to ensure a positive and professional candidate experience, including interviews, offer letters, contracts, and pre-employment checks. Gather feedback to continuously improve recruitment and induction processes.

Employee Experience and Engagement

Support delivery of engagement initiatives and wellbeing activities. Coordinate internal communications about people updates, policy changes, and culture initiatives. Assist in planning and delivering team development days and organisation-wide meetings, and monitor completion of mandatory training to support high staff retention and engagement levels.

Relationship Building and Communication

Serve as a trusted first point of contact for people-related queries. Communicate policies and procedures clearly and empathetically, build strong working relationships across all teams, handle sensitive conversations with discretion, and promote equity, diversity, and inclusion in all people processes.

Culture and Organisational Development

Support implementation of People and Culture strategy and initiatives. Contribute to policy development, process improvement, and people reporting, including analysing data to identify trends, risks, and opportunities. Coordinate culture-building initiatives that reinforce organisational values and support managers with guidance on people processes and best practice.

Operational Excellence

Contribute to the continuous improvement of HR systems, processes, and documentation. Ensure all work aligns with organisational policies, safeguarding procedures, and employment legislation, maintaining high standards of accuracy, organisation, and follow-through.

What We Offer

You'll work closely with management and the team to shape and strengthen our people practices. You will receive ongoing mentorship and opportunities to develop your People and Culture knowledge and professional capability. We are a collaborative, cross-organisational team. We value openness, professionalism, and creativity, and we create space for innovation and continuous improvement.

Development Opportunity

We are committed to supporting professional growth and are pleased to offer the successful candidate the opportunity to undertake the **CIPD Level 5 Diploma in Human Resources**, as well as other relevant People/HR development opportunities (subject to role requirements and performance).

These qualifications will build your specialist knowledge and equip you to shape and deliver high-impact people initiatives that strengthen organisational performance and culture.

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility. You will have access to training and supervision appropriate to the People and Culture Coordinator role (including undertaking a DBS check).
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

Essential Requirements

Experience and Track Record

- Previous experience in an entry-level HR, L&D, or relevant People/HR role (2+ years in a similar position is desirable)
- Experience supporting People and Culture functions in a professional setting
- Experience handling confidential and sensitive information appropriately
- Evidence of building positive and trusted working relationships
- Ability to problem-solve, troubleshoot, and support others to do the same
- Experience in customer service, people support, or similar roles is highly valued

Qualifications

- CIPD Level 3 Foundation Certificate in People Practice or equivalent professional/business qualification
- Strong IT skills, including proficiency in widely used programmes including Google Workspace
- Strong written English skills essential for assignments and reporting

Skills and Competencies

- Exceptional attention to detail
- High emotional intelligence and strong interpersonal skills
- Clear, professional written and verbal communication
- Strong organisational and time management skills
- Sound judgement and discretion
- Ability to prioritise and manage competing demands

Technical Skills

- Experience with HRIS systems or databases
- Understanding of employment processes and GDPR requirements
- Confidence in using IT systems for reporting, communication, and online learning

Personal Attributes

- Values-driven and committed to equity, diversity, and inclusion
- Approachable, empathetic, and professional
- Resilient and adaptable in a dynamic environment
- Proactive with strong follow-through
- Committed to safeguarding and the values of youth work

Desirable Skills

- Degree-level qualification in a relevant subject is desirable
- Experience in the charity or nonprofit sector
- Experience supporting recruitment and onboarding
- Knowledge of GDPR and employment legislation
- Experience using project management systems
- Minute-taking skills

This job description is subject to amendment following discussion with the post holder. Specific tasks and duties will be shared at the interview and during the induction process