



People & Operations Coordinator

Salary – pro rata £20,000 to £25,000 pa (depending on experience)

Reporting to – Head of People & Enterprise

Team – Central

Location – Flexible (You will be required to attend our London office and delivery regions for meetings and events. There is also an option to work full time from our office in London)

Contract type – Part Time (18 hours per week), permanent

Holiday entitlement – pro rata 25 days plus Bank & Public holidays

Job Background

You will be responsible for supporting the Head of People & Enterprise on the day-to-day people/HR requirements and operations at Dallaglio RugbyWorks, helping to coordinate all elements of the People Life Cycle. You will ensure that HR records are accurate and kept up to date, supporting in delivering the People Strategy and diversity & inclusion goals. Responsible for coordinating Dallaglio RugbyWorks infrastructure and organisation including the office, IT, phones & administration.

Duties & Responsibilities

- Work with the Head of People & Enterprise to coordinate the DRW employee life cycle including recruitment, onboarding, performance management, reward & benefits, learning & development and offboarding.
- Coordinate the HR information system (currently People HR) ensuring all employee records are maintained and the system is used correctly.
- Support with ensuring all policies and processes are up to date and in line with current legislation.
- Provide effective administrative support such as train/hotel bookings, managing post, scheduling, meeting support etc as required.
- Coordinate team away days, 'full squad' meetings and team socials virtually and in person.
- Manage relationships with technology providers including IT and phone.
- Provide general office management to our London office ensuring it is safe and fit for purpose, liaising with building management as required.
- Act as a first point of contact for general enquiries by phone, email or in the office.
- Support to ensure health & safety regulation is adhered to.

Info@dallagllorugbyworks.com | www.dallagllorugbyworks.com



- Support the digital side of Dallaglio RugbyWorks with audio/photo/video content production and upload when required.
- Maintain the upmost confidentiality at all times.
- Provide reports and updates on the progress of KPIs (key performance indicators).

Person Specification

ESSENTIAL

- An aptitude and interest in people, HR, operations or organisational culture.
- Effective organisation, prioritisation and administrative skills.
- You are meticulous and have a proactive approach to work, always keeping one step ahead.
- A quick and eager learner.
- Friendly and approachable manner with an ability to communicate with people from a range of backgrounds.
- Proficiency with Office 365 applications.
- Passionate about the Dallaglio RugbyWorks mission and exhibit our playbook values.

DESIRABLE

- Prior experience in a People/HR role or qualification.
- Prior experience in a design suite of programmes.