



| People Advisor         |                                                                                                                    |
|------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Contract Type:</b>  | Permanent, Full-Time (37.5 hours per week)                                                                         |
| <b>Salary (FTE):</b>   | £32,000 per annum (& Benefits)                                                                                     |
| <b>Responsible to:</b> | Senior People & Culture Advisor                                                                                    |
| <b>Location:</b>       | YMCA North Tyneside, Church Way, North Shields, NE29<br>OAB With travel to all areas including Teesdale/Patterdale |

## Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement. Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential and we serve our communities so that all can hope, belong, contribute and thrive.

## Job Purpose:

The People Advisor leads candidate attraction, recruitment, onboarding and early employee engagement across YMCA North Tyneside. Acting as a trusted advisory contact for managers across our diverse services, you bridge the gap between policy and daily practice. You ensure our hiring and onboarding are human-centered, values-led, and efficient while coordinating early-careers pathways to help grow emerging talent across our communities.

## Main Duties & Responsibilities:

### 1. Recruitment & Onboarding Specialist

- **End-to-end Recruitment:** Manage the full recruitment cycle across all services. Create bold, engaging and values-led job adverts that differentiate us in a crowded market and reflect the personality of our organisation.
- **Agency Management:** Act as the primary contact for recruitment partners, managing preferred suppliers, negotiating standard terms and ensuring quality shortlists.
- **Safeguarding & Pre-Employment Compliance:** Oversee required pre-employment checks including Right to Work, references, qualifications, and Enhanced DBS clearances (maintaining Single Central Record standards where required).
- **Early Careers & Community Pipelines:** Coordinate our work-experience placements, apprenticeship pathways and college/university student placements, ensuring participants receive structured support and a positive experience.
- **Proportionate Hiring:** You will ensure our recruitment process is fit for purpose. You will maintain high-regulation standards for Nurseries/Housing, while implementing leaner, faster hiring models for subsidiaries such as Patterdale.

- 
- **The Onboarding Experience:** Lead the Welcome to YMCA North Tyneside process to ensure every new starter has a consistent, high-quality induction that builds an immediate sense of belonging.
  - **Volunteer Recruitment Support:** Deliver an accessible, values-led volunteer recruitment process, coordinating screening, role clarity, and safeguarding compliance for prospective volunteers.

## 2. Culture, Engagement & Employer Brand

You ensure our values (Serve, Thrive, Believe, Inspire) are lived out in our daily operations.

- **Level 1 Employee Relations:** Act as the first responder for managers. You will provide informal coaching on conduct, attendance, and performance issues, ensuring early intervention before cases become.
- **Brand Storytelling & Advertising:** Design targeted attraction campaigns using social media, community networks, digital content and innovative sourcing methods to reach diverse talent pools.
- **Policy Embedding:** Translate People & Culture policies into practical, accessible guides and everyday guidance for managers, ensuring fair and consistent application.
- **Employee Engagement:** Support internal engagement initiatives, including staff surveys and stay/exit interviews. You will analyse feedback to identify cultural trends and areas for improvement.

## 3. Manager Capability & Team Development

(A shared responsibility across the People Team)

- **Manager Upskilling:** Deliver bite sized training sessions for Managers on essential People skills, such as effective interviewing, conducting 121s and using People systems.
- **Leadership Programme:** Assist in coordinating in-house development routes (such as Everyday Leaders), helping equip emerging managers with practical skills and cultural alignment.
- **Strategic Support:** Assist the People leadership with People data for Board reports, such as tracking trends in staff turnover, sickness and engagement. Assist with the implementation of values driven policies and procedures.

## 4. Systems & Team Support

- **HR & ATS System Lead:** Act as the day-to-day functional user for recruitment and HR software modules ensuring smooth workflows, accurate records, and good data governance.
- **Process Improvement:** Continually look for simple ways to streamline hiring and onboarding workflows to keep processes clear, compliant, and candidate-friendly.
- **Team Coaching:** Provide day-to-day support, guidance, and coaching to the People Coordinator to help build confidence, capability, and administrative precision within the team.

## General:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This role will involve liaison with senior management to provide operational and strategic insights into recruitment, culture, and staff engagement. You will contribute to Board-level reporting by sharing the trends behind the data, helping ensure the Board that our mission and values are being lived out across the organisation.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure (the cost of which will be met by the employer).

## Equal Opportunities:

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

| Person Specification                                                                             |           |           |              |
|--------------------------------------------------------------------------------------------------|-----------|-----------|--------------|
|                                                                                                  | Essential | Desirable | Where tested |
| Level 5 CIPD Associate Diploma (or equivalent professional experience)                           | x         |           | CV           |
| Deep understanding of modern recruitment platforms, social media sourcing, and agency management | x         |           | CV/Interview |
| Solid knowledge of UK Employment Law and HR Best Practice                                        | x         |           | CV/Interview |
| Experience                                                                                       |           |           |              |
| Proven experience in a recruitment-heavy HR role, managing 10+ active vacancies at               | X         |           |              |

|                                                                                                            |   |   |           |
|------------------------------------------------------------------------------------------------------------|---|---|-----------|
| once                                                                                                       |   |   |           |
| Experience analysing recruitment metrics to drive continuous improvement and workforce planning decisions? | X |   |           |
| Experience advising managers on informal/low-level disciplinary or grievance matters                       | X |   |           |
| Experience working in a multi-site or diverse organisation (e.g. charity/social enterprise)                |   | X |           |
| <b>Skills &amp; Abilities</b>                                                                              |   |   |           |
| High energy and persuasive; able to sell the YMCA as an employer of choice                                 | x |   | Interview |

|                                                                                                                                           |   |  |                |
|-------------------------------------------------------------------------------------------------------------------------------------------|---|--|----------------|
| Ability to coach managers to follow processes                                                                                             | x |  | Interview      |
| Ability to look at turnover or recruitment data and propose solutions                                                                     | x |  | Task/Interview |
| <b>Personal Skills &amp; Abilities</b>                                                                                                    |   |  |                |
| You look for ways to make sure our recruitment and workplace is accessible to everyone, ensuring diversity is celebrated not just managed | x |  | Interview      |
| High levels of self-awareness and empathy                                                                                                 | x |  | Interview      |
| You remain solution-focused and energetic, even when recruitment markets are tough or change is moving at pace                            | x |  | Interview      |
| You have the confidence to gently and constructively challenge where barriers are met to positive culture or efficient hiring             | x |  | Interview      |
| Self-motivated; identifies barriers to recruitment or culture and acts to remove them                                                     | x |  | Interview      |

|                                                                                                        |   |  |           |
|--------------------------------------------------------------------------------------------------------|---|--|-----------|
| Comfortable switching between the high-compliance needs of a nursery and the commercial needs of a gym | x |  | Interview |
| You work without ego, supporting the entire team to ensure the whole department succeeds               | x |  | Interview |

