**Right There**

**For People. At Home. In the Community.**

Our People Team is recruiting for a People First Coordinator who will work with our programmes across the organisation to define and embed our People First approach which has wellbeing at it’s heart.

The role will promote employee wellbeing throughout our organisation including all aspects of working life, the climate at work and in the organisation.

We are looking for you to have a relevant professional qualification or have a comparable level of relevant work experience. We’d also like you to have gained experience of working in a third sector or ‘not for profit’ organisation and have an understanding of a Psychologically Informed Environment (PIE).

We offer flexible working with a blend of office and home-based working.

**Duties will include:**

* Work collaboratively with our programme teams to understand the different elements of our support (PIE, trauma-informed, person-centred, coaching).
* Effectively define our People First approach that is right for everyone and in line with our vision and values.
* Embed our People First Approach throughout programmes and support services to ensure that it is understood and integral to our way of working.
* Work with teams to ensure that our practices are reflective of our People First approach.
* Co-ordinating new partnerships with learning institutions across Scotland to develop placement opportunities for psychology students across Right There.

Full details can be found in the Job & Person Specification on our website.

**What we expect from you**

Our values make us who we are and define our actions and behaviours every day. We’d expect the post-holder to uphold and represent our organisation in a way that reflects our values and person-centred way of working.

Salary: SCP 29-32 (£28,939-£31,700 per annum)

**What you can expect from us**

We value our staff as our greatest asset and will provide the following working conditions:

.

* The post holder will report to our Head of People
* Your normal working hours are 35 per week, Monday to Friday
* Your usual place of work will be 15 Dava Street, Glasgow, G51 2JA. Alternatively, you may also choose to work remotely from your home address.
* Working arrangements must be agreed with your line manager, based on the needs of the service.
* Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays
* You will be automatically enrolled into the People’s Pension following successful completion of your probationary period, provided you meet the auto-enrolment criteria
* Option to purchase additional leave
* Wellness programmes
* Ongoing learning and development

**Interested in applying?**

**Click apply and you will be redirected to our website for further details.**

**Thanks and good luck!**