

Job Description



Job Title:	HR Coordinator
Assigned To:	Vacancy
Department:	Human Resources
Line Manager:	HR Business Partner
Core Hours Required:	Monday to Friday, 9:30am to 6pm
Probationary Period:	6 months
Salary Band:	From £30,000pa
Last Updated:	June 2025

What makes Neg Earth different and what we can offer you

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team wear our reputation for innovation, quality, and reliability as a badge of honour. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

For us, your training and development takes centre stage, from your first day to your last we will encourage and support you throughout your career development. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable our managers to help you succeed and our competencies guide your development and realise your full potential. We create an inspirational environment rewarding employees for their hard work.

With us, everything is possible, and we strive to ensure every member of our team can take pride in their delivery of projects and promoting creative solutions.

About You & the Role

The purpose of this role is to support core areas of the Company in respect of HR and be a key player in our amazing team. We are seeking a motivated and professional HR Coordinator who is organised, has strong administration skills and an interest in developing a career in human resources. This is a fantastic opportunity for someone who is ready to take the next step in their career, with a HR focus, within a fast-paced and creative environment.

Job Summary: As HR Coordinator at Neg Earth Lights Ltd, you will be an integral part of our HR team, performing a wide range of tasks and supporting all departments. You will have exposure to all aspects of HR, including but not limited to compensation and benefits, L&D and employee relations. We want this individual to have the ability to build strong relationships with employees and managers at all levels in the business.

Responsibilities:

- Supporting the HR Team with a wide variety of day-to-day administrative tasks and HR processes.
- Working independently on requests that come through from employees.
- Contributing to HR and L&D initiatives, providing general administrative support and assisting with relevant communications.
- Providing the primary point of contact for internal and external HR queries, managing shared HR inboxes with efficiency.
- Maintaining and updating employee records across multiple systems, always ensuring accuracy and confidentiality.
- Actively coordinating recruitment activities, including managing recruitment and contract administration, scheduling interviews and processing new starters (including placements and work experience).
- Preparing contracts and pre-employment communication with new starters, ensuring that their Neg Earth experience is positive from their first contact.
- Collaborating with all departments to ensure smooth onboarding by coordinating induction processes for new employees and working with managers on scheduling induction timetables.
- Bridging the gap between HR and other departments to ensure employees feel informed and always being approachable for staff concerns or queries.
- Drafting and issuing letters as required for employee changes to terms and conditions.
- Responding to placement and work experience emails promptly and following up with applicants.
- Liaising with line managers to ensure that candidate applications are dealt with within the agreed timescales and chasing where necessary.
- Completing reference checks and right-to-work checks for new hires.
- Assisting with the coordination and planning of placement selection days, recommend and set up placement attendees for organised recruitment days.
- Providing employee reports on requests from relevant HR systems, such as annual leave quarterly reports for managers.
- Assisting with monthly payroll administration and reporting, partnering with the finance team to ensure all data provided meets their deadlines and is accurate.
- Assisting with the coordination and implementation of any new systems, platforms and company initiatives or benefits.
- Supporting the HR team with employee lifecycle events including starters, leavers, benefits enrolment/administration/renewals, absence management, employee relations and time recording.

- Supporting offboarding of employees, such as leavers administration and system updates.
- Responsibility for the administration and data accuracy of HR and L&D online platforms, such as adding new starters and removing leavers and assigning learning paths. Providing management reports upon request.
- Maintaining and updating employee training records, providing reports and analyzing training performance
- Assisting with training booking both internal and external.
- Have the ability to interpret data and run system reports for the provision of management information.
- Assisting and supporting the business on DEIBA initiatives and administration of changes.
- Review HR processes and procedures to ensure their efficiency ongoing and have the ability to use own initiative to make suggestions for improvements or changes with the support of departmental leadership.
- Communicate with third party vendors/partners as required.

Requirements:

- Previous experience in an administrative role
- Previous experience in a HR role
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Excellent attention to detail and strong organisational skills
- Ability to prioritise workload
- Good written and verbal communication skills
- Ability to handle confidential information with professionalism
- A proactive attitude with a willingness to learn and develop
- Ability to work independently on tasks and seek assistance where necessary
- Passion for HR and interest in further education/development in this field

Desirable:

- Experience of HR processes
- Experience of employee relations matters such as disciplinaries, grievance, absence management and onboarding
- Experience with data entry and accuracy
- Experience working in the entertainment / live events industry
- CIPD Level 3 or 5