**Graduate Internship Programme – Employer Job Description**

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| **Job title** | HR and Business Support Coordinator (KING1) |
| **Organisation** | Kingfisher SEC |
| **Line manager who the intern will report to** | Mojca Sanjenbam |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid (Company Office, Home and Project based events example, Glastonbury Festival, Leeds festival, British Summer Time Hyde Park etc) |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Looking for a dynamic candidate to work in a fast-paced West London-based security company in the role of HR and Business Support. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate-level project (s) assigned by a line manager from the Kingfisher SEC.  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of Kingfisher SEC policies and procedures and of the wider University, in order to make a positive contribution to the team and Kingfisher SEC.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Valuable knowledge of working in a fast-paced and exciting security and events industry * Working at some of the best-known UK events and festivals * Knowledge and experience in HR procedures, compliance, and recruitment * First-hand experience in seeing how SMEs operate while working as a valuable team member * Experience in the security sector, further skills in other areas with the possibility of a permanent position in the company after the internship runs out. |

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| **Key areas of responsibility** |
| * Assistance and support in HR procedures, compliance and hiring of new staff. * Support HR manager in HR documentation, vetting and screening of candidates. * Admin and staff welfare duties at events. * Project support for events and festival staffing. * General admin support.   Duties can change as per business needs with an option to further skills in other areas |

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| **Skills/knowledge that would be desirable** |
| * Excellent communication skills * HR knowledge * Understanding of Business processes * Microsoft office knowledge * Outgoing and diverse |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024