**Graduate Internship Programme – Employer Job Description**

|  |  |
| --- | --- |
| **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) |

|  |
| --- |
| **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.  |

|  |
| --- |
| **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. |

|  |
| --- |
| **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.
 |

|  |
| --- |
| **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 |

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

|  |
| --- |
| **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