

Cwm Arian Renewable Energy Human Resources Coordinator

Cwm Arian Renewable Energy (CARE) is a community benefit society based in Crymych, Pembrokeshire. Our vision is to see 'thriving communities, connected to nature and each other, enjoying environments rich in life'.

We began as a group of volunteers sharing a common interest in protecting the natural environment, supporting the local rural economy to prevent or relieve poverty, and investing the benefits from our activities locally.

Since 2017, we have been meeting our aims by providing advice, guidance, education and skills, and sharing opportunities with individuals and community groups in Pembrokeshire. Our work has been recognised by a [St David's Award](#) nomination as finalists and winning a Pride in Pembrokeshire award. In 2019, CARE erected a 700kW wind turbine. Income from the sale of renewable energy, combined with grant funding, is currently providing CARE with a turnover of in excess of £400K that allows us to deliver a wide variety of projects which benefit communities in Pembrokeshire and the neighbouring counties of Carmarthenshire and Ceredigion.

We are a team of friendly, hard-working, part-time workers who aim to collaborate and support each other to achieve the best for our local community and the natural world.

As a growing organisation, we are now seeking a Human Resources Coordinator to join the team.

Job Description

Key Tasks

The team at Cwm Arian are what makes it such a special place to work, and this role is central to the smooth running of the organisation. You will be supporting the wellbeing of the staff, which is as much about being available for them to talk things through as it is about developing processes and policies that help streamline day-to-day work. As the role which has contact with every staff member, it is also instrumental in the development of the organisation

Areas of accountability (meaning, this is the main role responsible for the work area);

- Acting as main point of contact for core staff (Project Support Officer, Communications Officer, Finance Coordinator, Funding Support Officer) and Project Coordinators in terms of checking/authorising holidays, timesheets, overtime, expenses etc.
- Working with Finance Administrator to ensure payroll records are kept up to date and do this in a timely manner for each month's payroll
- Acting as main point of contact for Project Coordinators when new employment roles are being developed for recruitment
- Be the main point of contact for HR related questions from Project Coordinators and all staff
- Writing new employment contracts for core staff, and supporting Project Coordinators to do this for members of their teams; checking and signing them on behalf of CARE
- Amending existing employment contracts when necessary - usually with a written statement sent by email and saved on personnel files - to formalise changes to contract terms such as days per week worked, pay rate etc.
- Working with the Funding Support role and Finance Coordinator to maintain an overview of when short-term employment contracts will come to an end and/or agreed funding for roles runs out; taking part in active decision-making about continuing projects/activities and funding associated roles or individuals' employment contracts
- Organise exit interviews for departing staff, and brief interviewers on the process
- Maintaining an awareness of existing employee/HR policies, CARE's relevant legal obligations, and ensure that existing policies are amended and updated if needed, and work with other core staff to write new policies as needed.
- Responding to complaints, requests for help, or information from the staff team about issues with colleagues or their work
- Maintain awareness of staff training needs and respond to training requests

- Be the nominated Safeguarding Officer, responsible for keeping the safeguarding policy up to date, ensuring compliance and understanding by CARE staff and directors

Shared accountability

- Carrying out support & supervision sessions with staff - after 1 month for new staff, then quarterly for everyone. Sometimes sharing this role with another nominated staff member.
- When a staff member leaves or is otherwise absent for an extended period, working with Project Coordinators to ensure all incomplete tasks or other elements of a role are delegated to the most relevant colleague.
- When a staff member returns after an extended period of leave/sickness, working with them, and with project teams where necessary, to ensure they are supported in their return to work so they are happy and effective. This may entail a reassessment of their role etc.
- Review, develop and coordinate changes or creation of key HR documents - timesheets, contracts, holiday sheets, HR processes, decision making processes, in collaboration with colleagues.

Job terms

- **Hours** = 2 days/week (15 hours).
- **Salary** = £30,420 per annum pro rata (£12,168 actual), plus statutory minimum employer pension contributions if eligible/opted in. N.B CARE currently operates a flat pay structure.
- **Contract term** = starting immediately if possible, with a permanent contract
- **Holiday** = 5.8 weeks/year pro rata
- **Expenses** = for mileage, stationary etc. Use of leased company vehicle available.
- **Hardware/software** = there is the option to use your own portable IT equipment/mobile phone, although CARE can supply equipment and will support with software needs. Phone app and email address will be provided.
- **Working location** = willingness to work from rented offices in Crymych is ideal, to ensure regular in-person contact with the CARE staff team, and you must also be able to work remotely and there is a some requirement to travel to support

delivery of the project.

Person specification

Essential

- Previous experience of supporting other people
- Excellent communication skills - a good listener
- Strong competency with IT (i.e. using spreadsheets, online shared workspaces, email, online calendars etc.)
- Someone who has creative ideas and suggestions and is confident sharing them, and who is willing to use their skills and interests in a dynamic way to help CARE's positive and sustained growth

Desirable

- Previous experience of working within a HR role, including understanding of legal compliance matters
- Experience in a safeguarding role
- Experience developing/improving workplace systems, policies and processes
- Some understanding of payroll processes

How to apply

Send a CV (max 2 sides A4) and covering letter (max 2 sides A4) explaining how your experience meets the job description and person specification to admin@cwmarian.org.uk

by 10am on Wednesday 2nd July 2025

We will inform all applicants of the outcome of their application by **Friday 4th July** and interviews for shortlisted applicants will be held in **the fortnight starting 7th July 2025**.