

HRMS Project Coordinator

Starting Date: June – July 2024

Contract type: Full-time, 2 years fixed term, with possible extension until project completion

Salary: 41,400 GBP commensurate with relevant experience and skills

Location: London (UK)

Application closing date: 28.05.2024

About the Job

We are seeking a dynamic and organised HRMS Project Coordinator to lead the successful implementation and adoption of our Human Resources Management System (HRMS) across our organisation. This individual will play a pivotal role in driving change management, project planning, training, and integration efforts related to our HRMS.

Your role and responsibilities

We are seeking a motivated HRMS Project Coordinator to join our team.

You will report to the Senior People & Culture Coordinator – Policies & Projects, and be a part of the Global People & Culture Team.

In this role, you will:

- Collaborate closely with our HRMS software provider to manage the implementation process, ensuring alignment with organisational goals and timelines.
- Champion the adoption of the HRMS within the organisation, developing and executing change management strategies to drive user engagement and acceptance.
- Develop comprehensive project plans for implementing new HRMS modules or enhancements, defining key milestones, resources, and timelines.
- Lead the introduction and implementation of new HRMS modules, overseeing all aspects of deployment and ensuring proper training and support for end users.
- Engage with employees at all levels to gather feedback, address concerns, and promote confidence and proficiency in using the HRMS.
- Coordinate communication efforts related to the HRMS implementation, including preparing and delivering presentations, conducting training sessions, and producing user guides and FAQs.
- Collaborate with cross-functional teams to facilitate integrations between the HRMS and other systems or departments, ensuring seamless data flow and functionality.

- Monitor and evaluate the effectiveness of HRMS initiatives, identifying areas for improvement and implementing corrective actions as needed.
- Serve as a subject matter expert on HRMS capabilities and best practices, providing guidance and support to users and stakeholders.

We are looking for someone who has

the following skills, knowledge, and experience:

Essential

- Experience in Human Resources Project Planning, Business Administration, Information Technology, or a related field.
- Proven experience (3+ years) in project coordination or management, preferably in HRMS implementation or related software projects.
- Strong understanding of change management principles and experience driving organisational change initiatives.
- Excellent project management skills, with the ability to plan, organise, and execute complex projects within defined timelines and budgets.
- Effective communicator with strong interpersonal skills, capable of engaging and influencing stakeholders at all levels of the organisation.
- Experience in delivering training and presentations to diverse audiences, with a focus on user adoption and proficiency.
- Analytical mindset with the ability to assess data, identify trends, and make informed recommendations.
- Proficiency in HRMS software and related technologies; experience with our specific HRMS software provider is a plus.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.

Desirable

- Bachelor's degree in Human Resources, Information Technology, Business Administration, or a related field.

What we offer

- Competitive salary
- Hybrid working – One/Two days per week in the London Office (Canary Wharf)
- The opportunity to work from anywhere in the world for up to one month per year
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- Pension scheme
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Working arrangements

The position is full-time (40 hours per week) and will be based in London, although other established locations may be considered for the right candidate. Domestic and international travel will play an important part of the role. Applicants must be currently authorised to work in desired location without the need for visa sponsorship now or in the future.

Apply now

Send us your CV (two pages maximum) and a brief cover letter (one-page maximum) by or before **28.05.2024** via [this form](#).

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. Through our network of field-level partners a quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our

efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.