

JOB DESCRIPTION

JOB TITLE:	People & Culture Coordinator (Policy Compliance & Safeguarding)
RESPONSIBLE TO:	Director of People
JOB GRADE:	D
WORKING HOURS:	Full-time (37.5 hours per week)
LOCATION:	Flexible/Remote Working

BACKGROUND

United Bible Societies is a global Fellowship committed to making the Bible available to everyone. United Bible Societies Association (UBSA) is the service organisation that supports this Fellowship of independent Bible Societies in 158 countries.

Good people management and development is crucial to the success of organisations, economies and society. The mandate of the People & Culture team is to enable this success both within the Global Mission Team in the delivery of UBSA's strategic plan and mandate to the fellowship and member bible societies.

Our organisation is committed to fostering a safe, inclusive and values-driven environment where all team members are treated with dignity and respect. As part of our People & Culture function, we prioritise safeguarding, legal compliance, and strong governance as the foundation for a healthy workplace culture. The People & Culture Coordinator – Compliance & Safeguarding plays a key role in developing, maintaining, and coordinating the systems, policies, processes, and records that ensure our organisation meets the highest standards of safeguarding and HR compliance.

JOB SUMMARY

The People & Culture Coordinator (Compliance and Safeguarding) plays a pivotal role in ensuring our global charity operates with integrity, consistency, and accountability. This role is responsible for coordinating safeguarding, HR governance, compliance processes, and policy management across the organisation, helping to embed a culture where ethical practice and legal responsibility are at the forefront of everything we do.

In this hands-on position, the Coordinator will support internal safeguarding systems development and implementation, assist with investigations and case-related administration, and maintain accurate compliance and training records. They will oversee HR policy updates and version control, draft policies, manage contract template reviews, and partner with People & Culture Partners to uphold Code of Conduct compliance. The role is central to keeping our HR operations robust, reliable, and aligned with global standards.

We're looking for someone with exceptional organisational skills, strong attention to detail, and a foundational understanding of HR, safeguarding, employment law, Employee Relations, and compliance. This opportunity is ideal for a candidate who is already progressing along a defined HR career path - fully or partially trained - and eager to grow within a global People & Culture function.

A background in law or Employee Relations (workplace investigations, disciplinary process, conflict resolution) is highly desirable.

APPOINTED BY: Director of People

ROLES AND RESPONSIBILITIES

Support the People Team with:

1. Safeguarding Programme Coordination:

- Create, maintain and update safeguarding templates, reporting forms, guidance documents and internal toolkits.
- Working in consultation with the Director of People, coordinating internal safeguarding processes, ensuring timely submission and accurate filing of incident reports and training records.
- Support the administration of safeguarding training for UBSA staff, leadership and board members, including scheduling, materials preparation, tracking attendance and compliance.
- Ensure safeguarding onboarding components are delivered to all new joiners, including Code of Conduct, reporting procedures, and key policy briefings.
- Create and manage the safeguarding documentation repository, ensuring controlled access, proper categorisation, and compliance with privacy requirements.
- Assist with safeguarding-related and policy non-compliance workplace investigations by preparing documentation, collating evidence, scheduling interviews, and acting as note-taker.
- Ensure all safeguarding records meet legal, audit, and procedural standards.

2. Compliance, HR Governance & Policy Coordination:

- In consultation with the Director of People, maintain the central repository of HR and People Team organisational policies (Safeguarding, Whistleblowing), ensuring effective version control, accessibility, and timely updates.
- Coordinate cyclical policy reviews with policy owners, ensuring documents remain current with legislation and best practice.
- Support drafting, editing and formatting HR policies and procedures.
- Working with policy area owners/leads to track and report organisation-wide compliance with existing policies. Support line managers and the People Team in addressing compliance breaches, escalating concerns, and maintaining accurate ER and compliance records.
- Prepare reports, trackers, and compliance dashboards for the Director of People & senior leadership as required.

3. Contract & Legal Compliance Administration

- Coordinate periodic review of employment contract templates across international and local jurisdictions, liaising with external legal counsel or local HR advisers where needed.
- Maintain records of all contract templates and ensure they comply with regulatory changes.
- Support risk assessment of people-related compliance issues and ensure consistent documentation practices.



- Working in collaboration with the Director of People and the Chief Operating Officer's office to track and manage renewals of organisational insurance policies (e.g., liability, travel, professional indemnity).
- Ensuring timely submission of required information and awareness of coverage requirements for organization-wide insurance policies in consultation with the relevant subject-matter leaders/departments.
- Serve as the point of contact with insurance service providers and identify/ liaise with our county-specific insurance points of contact.

4. Employee Relations & Investigations Support

- Provide administrative support for ER processes, including disciplinary, grievance, capability, and safeguarding-related matters.
- Prepare case documentation, schedule meetings, draft meeting notes, and ensure accurate record keeping.
- Apply an understanding of employment law, international safeguarding guidelines, and organisational procedures when coordinating ER activities (including country-specific guidelines as may be required).
- Ensure all case files are stored securely and in line with GDPR/data protection policies.

5. Compliance Culture & Continuous Improvement

- Champion a culture of ethical behaviour, safeguarding awareness, and compliance throughout the organisation.
- Act as the first point of contact for staff queries on policies, safeguarding procedures, and compliance expectations.
- Support internal communications on compliance topics, including newsletters, reminders, and awareness campaigns.

6. Collaboration and Relationship Building:

- Collaborate closely with the People team, Safeguarding Advisor, Line Managers, Team Members, Legal and compliance advisers, Local member organisations HR representatives (where applicable), Investigating officers / case managers, Insurance policies vendors and brokers.
- Stay informed about industry trends and best practices in Safeguarding, Employee Relations and HR Policies.

ESSENTIAL SKILLS AND EXPERIENCE

- Experience in at least two of the following elements of HR, safeguarding and/or compliance, or employee relations
- Undergraduate degree and at least three years' equivalent experience in HR, law, social sciences, safeguarding, compliance, or related-field – must have criteria.
- Experience coordinating policies, procedures, or governance systems
- Experience handling confidential information with high integrity
- Exposure to workplace investigations or casework administration
- Experience interpreting policies or legal requirements in a practical way

- Demonstrable administrative skills, highly organised and the ability to multitask and prioritise.
- High attention to detail and accuracy in record keeping.
- Ability to handle sensitive issues with discretion, empathy and firmness.
- Evidence of safeguarding and/or HR compliance training
- Excellent organisation, planning, and administrative skills
- Strong written and verbal communication; able to produce clear guidance materials
- Good analytical skills with the ability to interpret policies and identify gaps
- Ability to manage deadlines and coordinate multiple stakeholders
- IT literate - working knowledge of the full Microsoft package. Digitally competent, with high levels of skills in HRIS, social media, Google tools.
- Excellent verbal and written communication skills (in English) – must have criteria.
- Ability to work flexibly (virtually and across time zones).
- Experience of operating in a multi-cultural environment with sensitivity to different world views and diverse contexts.
- Self-motivated, with enough personal confidence to be open to continuous learning and development.
- Personal resilience, able to manage one's own emotions and behaviours, particularly through times of change.
- Committed to the mission and aims of the United Bible Societies and comfortable working in a Christian organisation with sensitivity to the breadth of church support that UBS enjoys.

DESIRABLE SKILLS AND EXPERIENCE

- Experience of working with global networked teams, and a track record in using all available communication tools in the context of a dispersed staff team.
- Experience of using Safeguarding compliance training & policies IT systems.
- Willingness to travel occasionally – nationally and overseas.
- Legal studies or paralegal background