



Uplift360

HR & Business Support Coordinator

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Closing Date: 31 October 2025

Location: Bristol, UK

Job Title: HR & Business Support Coordinator

Job Type: Full-time preferred. Part-time considered

Salary: £28K - £30K depending on experience

About the Role

Uplift360 UK is looking for an enthusiastic HR & Business Support Coordinator to join our sustainable materials company. The individual will be a key member of the Uplift360 HR and Business Support team, helping to ensure people-related systems and tasks run efficiently across the business.

As HR & Business Support Coordinator you will support in the full employee lifecycle and will be responsible for ensuring that all recruitment and HR related administrative duties are completed in a timely and accurate manner. You will help to facilitate the smooth running of daily business operations and contribute to the development and implementation of office policies and procedures.

Uplift360 has office locations in both Bristol and Luxembourg. The HR & Business Support Coordinator would support in the effective delivery of HR and Business Support functions to both of these locations.

About Uplift360

We are a cleantech company developing chemical-based technology to reuse and recycle advanced materials.

Through the development of novel low-energy and low temperature chemical systems, Uplift360's ground-breaking circular economic technologies are creating new alternatives to incineration or landfill for advanced materials. This reduces waste, produces low carbon materials and lowers cost of recycling to make reuse and recycling applicable to the widest range of composite and advanced materials. We operate in multiple domains including, automotive, defence, aerospace and renewable energy.

As HR & Business Support Coordinator, your key accountabilities will include:

Recruitment, selection and new starter processes:

- Process all applications for open roles including acknowledging, rejection letters, invitations to interview, setting and arranging interview timetables.
- Carry out background and reference checks ensuring that eligibility checks to work in the UK/ Luxembourg (as appropriate) are completed and logged.
- Complete new starter documentation and processes including onboarding new starters on to Payroll and HRIS platforms.
- Issue new user accounts for all general IT systems as part of onboarding.
- Assist with first day inductions for new staff as and when required.
- Purchase IT and office equipment for new starters.

People & HR Process Support:

- Support employees by providing information and assistance throughout the employment lifecycle.
- Maintain HR records on HRIS.
- Provide a HRIS 'helpdesk' service to colleagues.
- Assist managers in dealing with requests and issues relating to maternity, absence, flexible working applications, parental leave and annual leave.
- Prepare employee related letters including variations of employment, promotion letters, terminations and reference requests.
- Ensure electronic filing and archiving is up to date for all recruitment and employee related activities, in line with GDPR.
- Monitor end of probation and annual performance reviews.
- Issue and track DSE assessments (and related occupational health processes in Luxembourg).
- Manage and process any HR and Business Support related invoices.

Business Support:

- Contribute to the development and implementation of office policies and procedures.
- Be the Organisation's Sharepoint site owner.
- Ensure that the latest policies, procedures, guidelines and forms are available on Sharepoint and easily accessible to all employees.
- Organising meetings and preparing agendas. Help with arranging logistics and travel bookings for team events, e.g. company offsites.
- Manage JOSCAR and CyberEssentials renewals.

Training:

- Keep training records up to date and track completion of mandatory or recurring training.
- Coordinate internal and external training logistics (e.g. scheduling, invites, reminders).
- Support the HR & Business Support Manager in documenting individual development plans and tracking actions post-appraisals.
- Help maintain a central library of learning materials and training providers.

Internal/external communications:

- Keep HR templates up to date (e.g. offer letters, onboarding checklists, FAQ docs)
- Maintain shared folders or pages that hold essential people-related information for employees.
- Support basic internal comms (e.g. announcements of policy updates or process changes).
- Assist in drafting or formatting of policy summaries, templates, onboarding pack and guidance materials.
- Promoting Uplift360's vision, mission and core values internally and externally.

These key accountabilities listed above describes an overview of the post and is not intended to be exhaustive. The job holder is expected to accept reasonable additional tasks of similar level that may be necessary and not listed.

Essential Knowledge, Skills and Personal Qualities:

- CIPD level 3 qualified or equivalent qualifications/skills gained through experience
- Demonstrable experience working in HR or a Business Support role
- Ability to maintain a high level of confidentiality
- Strong IT skills - experience of HRIS and Microsoft applications
- Highly organised with excellent attention to detail
- Good initiative and able to work with minimum supervision
- Able to multitask and manage competing priorities
- Confident and proactive in liaising with people at all levels and working as part of a team
- Excellent interpersonal and communication skills
- Be located within and/or be willing to relocate to Bristol or nearby town/city.
- Experience in the Defence sector would be an advantage

Why Join Uplift360?

We are a family friendly company that believes in the importance of supporting our employees to find and maintain an excellent work life balance. Your physical, mental and financial wellbeing matters to us.

Comprehensive holiday package:

- Generous holiday allowance, with a policy that encourages taking time off to recharge.
- 37 days leave (full year, FTE) including UK bank holidays.

Flexible working:

- Core business hours are 0900-1700 Monday-Friday.
- This is a fixed hybrid role. For a full-time position, we would require employees to be in Uplift360 office 3 days/ week with flexible remote work options 2 days/ week.
- We're happy to discuss flexible working options to support work-life balance at interview stage.

Equal Opportunity Statement

Our mission is to welcome everyone and create inclusive teams. We celebrate difference and encourage everyone to join us, and be themselves at work. If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact us and we will be happy to discuss.

How to Apply

Send an email, including your CV and a cover letter to jobs@uplift360.tech. Please state in your covering letter how you heard about the role.