

About CloudNine

CloudNine is a B Corp certified national consultancy that launched in April 2022. We draw on more than 40 years' experience across the public, private and social enterprise sectors, delivering innovative bids, projects, behavioural enhancement programmes and social value strategies within a fast-paced environment. We are committed to social value and sustainability and our work is guided by inspiring better ways of working, taking a fresh and forward-looking approach to bid and project management and delivery.

With regional hubs in Manchester and Birmingham, we typically support projects ranging from £500m to £1bn+ and work with multi-disciplined clients across a range of sectors, including infrastructure, construction, defence, FM, utilities and waste/renewable energy. We have a strong reputation for raising the bar and delivering projects to a high quality and within tight, often challenging timescales.

Our business is quickly growing and we recognise it's the people who make us successful. We will only achieve our strategic objectives if we recruit and retain the best people and operate in an inclusive environment that offers opportunity. CloudNine is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Company values

Our values are integral to all we do and help define our company culture and ways of working:

- **Progressive (but not pushy)** – we are proactive and inventive. We challenge convention to achieve breakthroughs
- **Ethical (but not soft)** – we are empathetic and full of integrity. We navigate complexities diplomatically and without sharp elbows
- **Astute (but not arrogant)** – we are smart, competent and intentional. We value expertise and go deeper to find answers
- **Spirited (but not flippant)** – we are fresh, bright, instinctive and optimistic. We love solving problems in surprising ways.

Commitment to Justice, Equality, Inclusion and Diversity (JEDI)

As a certified B Corp, we believe in using business as a force for good. We are actively working to create an environment where everyone feels respected, supported and able to thrive, regardless of race, ethnicity, gender identity, sexual orientation, disability, age, or socioeconomic background. We welcome applications from people of all backgrounds, experiences and perspectives.

HR & Development Coordinator

Location	Orega, Tootal Building, Manchester
Reports to	HR and Talent Manager
Department	HR and Talent Management Responsible for company culture, recruitment, employee development and performance management
Key Department functions	<p>Recruitment and onboarding: hiring top talent, conducting interviews and onboarding new employees</p> <p>Training and development: managing and maintaining the CloudNine FlightPath, gathering relevant information for formal/informal team check-ins</p> <p>Performance management: setting performance goals, conducting team and individual check-ins, managing FlightPath pathways and promotions, implementing and monitoring the CloudNine values and associated behaviours</p> <p>Employee relations: supporting employee grievances and/or legal matters and maintaining a positive team culture and environment</p> <p>Compensation and benefits: designing and maintaining competitive compensation packages, managing employee benefits</p> <p>CloudNine Culture Club: designing and implementing inclusive strategies to strengthen team building and drive performance</p> <p>Facet5 portal management: managing the Facet5 portal, including issuing and receiving personality profiles</p>
Package	<ul style="list-style-type: none"> • Salary: Grade 1, starting from £28k • Annual bonus and recognition scheme • Contributory pension scheme • Staff wellbeing initiatives, including: <ul style="list-style-type: none"> • CloudNine Culture Club • Financial wellbeing scheme • 30 days annual leave, inclusive of bank holidays and 2 x discretionary wellbeing days per annum • Minimum 3 days per week office working <p>Training programmes and continuous learning support available via CloudNine FlightPath</p>

Full time/part
time

Full time

Role overview

The HR & Development Coordinator supports the full employee lifecycle by managing both the core HR administration and talent development functions within CloudNine.

They ensure the smooth delivery of day-to-day HR processes - such as recruitment, onboarding, records management and compliance - while also driving learning, performance and engagement initiatives that build organisational capability and culture.

This role is ideal for someone with experience across generalist HR coordination who also has an interest in learning and development or employee engagement. They should be organised, tech-savvy and confident using systems like BrightHR, SharePoint and Monday.com. Strong communication and relationship management skills are essential, as is a proactive approach to improving processes and supporting staff growth.

Key responsibilities

HR administration and operations

- Coordinate end-to-end recruitment processes, supporting hiring managers and ensuring a positive candidate experience
- Oversee onboarding and induction logistics, including welcome communications, system access and scheduling
- Maintain accurate employee records in BrightHR and SharePoint, ensuring compliance with data protection standards
- Support the review, update and communication of HR policies and procedures, maintaining accessibility and version control
- Process and track absence requests, analyse trends and produce reports to support wellbeing and workforce planning
- Manage employee benefits platforms (Mintago, BHSF, Bupa) and maintain accurate salary sacrifice records
- Collaborate with the PMO team to produce monthly and annual HR reports, including workforce analytics and compliance insights
- Ensure adherence to HR processes and support audit readiness through consistent, accurate record-keeping
- Provide general administrative support to the CloudNine Team as needed.

Performance, learning and development

- Support delivery of performance management processes, including scheduling check-ins, collecting feedback and guiding managers through reviews
- Contribute to employee development planning by identifying and coordinating external training, mentoring and professional development opportunities
- Administer and maintain learning management systems, training records and staff access to training and development resources
- Coordinate cultural and engagement initiatives, such as the CloudNine Buddy Scheme, wellbeing days and the annual team engagement survey
- Promote a culture of continuous learning, collaboration and professional growth across the organisation.

Mandatory experience

- **HR coordination experience:** at least 2-3 years in a generalist HR role, ideally with hands on involvement in recruitment, onboarding and learning and development activities
- **CIPD Level 3 or above** (or currently working towards certification)
- **HR systems proficiency:** demonstrated experience using digital platforms like BrightHR, SharePoint, Monday.com and Learning Management System tools
- **Employee lifecycle experience:** confident in managing processes from attraction and recruitment through to performance management and development planning.

Preferred experience

- **Workplace wellbeing and safety:** training in Display Screen Equipment (DSE) assessments or general Health & Safety awareness
- **Diversity and inclusion engagement:** experience supporting or delivering diversity, equity and inclusion initiatives within an organisation.

Application instructions

If you're looking for your next challenge and would like to work for an innovative, fresh thinking and inclusive organisation which invests in you and your continued career development, we'd like to hear from you.

Please send a cover letter, including your reasons for wanting to work for CloudNine and a copy of your current CV to recruitment@on-cloudnine.co.uk.

Please note: Closing date for applications is **23rd January**. We reserve the right to close the application process earlier if we receive enough qualifying applicants. We therefore encourage you to submit your application as soon as possible.