



JOB TITLE: People and L&D Coordinator

CONTRACT TERM: Permanent

SALARY: Depending on experience

LOCATION: ABBA Arena/Head office (central London)

REPORTING TO: Senior People Partner

HOURS: Full-time

ABOUT US:

ABBA Voyage is a concert like no other, blending cutting-edge technology, spectacular lighting, and some of the most beloved songs ever written. Since the custom-built arena opened in May 2022, the show has delighted more than 2 million visitors from across the world and as we continue to build on the success of the London show, in many ways the journey is only just getting started!

This unique opportunity to join an already world-class team and an ambitious business where you can be part of something truly iconic. If you'd like to take your career to the next level, we'd love to hear from you!

See what audiences have been saying about the show [here!](#)

ROLE OVERVIEW:

As the People and L&D Coordinator, you will play a key role in supporting the daily operations of the People team, collaborating with the Senior People Partner and Senior L&D Manager to ensure smooth and effective processes are in place. This role offers a unique opportunity in a dynamic and collaborative work environment and will suit someone with a HR generalist background and a growth mindset.

We're looking for someone eager to step up into an HR Advisor role that thrives in a fast-paced environment. You'll be instrumental in launching and integrating new people systems, ensuring they align with business needs and priorities. With people at the core of everything we do, you'll have the opportunity to truly understand the business and its culture. This role requires a confident professional capable of independently addressing HR-related issues while fostering a positive and supportive work environment.

KEY ROLES AND RESPONSIBILITIES:

People Ops

- Manage new hires preboarding including issuing offer letters, contracts, equipment etc
- Own the onboarding and induction process for new hires in conjunction with the Senior L&D Manager. Act as a point of contact for new employees, answering queries and facilitating a smooth integration into the team.
- Confidently manage first line advice to managers on day-to-day HR issues such as performance management, sickness, lateness, and holiday.
- Manage ER grievance cases and conduct formal meetings, providing guidance where necessary.
- Ensure personnel files are maintained and up to date.
- Production of People related documentation, such as contracts, addendum letters and training records whilst maintaining confidentiality and discretion.
- Be the 'super user' across all HR systems, including HRIS, ATS, LMS and others.
- Assist in managing employee benefits and payroll.

L&D



- Work with the L&D Manager to manage and maintain the LMS, ensuring all records are up to date, relevant and in line with appropriate requirements.
- General L&D support, such as ensuring training sessions are well equipped, such as booking meeting rooms, ordering lunches and ensuring the smooth running of sessions.
- Ensuring all learners in the business have their training records up to date, and support the L&D Manager in the auditing of learning records for all partners and key internal and external stakeholders.
- Work with our contract partners to ensure all information is up to date and in line with current policies and procedures.
- Support with all the educational events throughout the year.

ABOUT YOU:

- Experience in a similar HR role, ideally within a fast-paced environment
- Practical knowledge of UK HR legislation, practice and policies
- CIPD qualified or currently working towards it
- Strong proficiency in using a variety of HR systems
- Have strong organisational and time management skills, with high attention to detail
- Great verbal and written communication skills
- Can multitask and handle competing demands.
- A positive and proactive mindset with a can-do attitude
- Take great pride in your working practice.
- A keen interest in HR and people operational processes with a focus on professional development.

WHAT'S IN IT FOR YOU:

- The opportunity to be part of a revolutionary concert
- Competitive salary and bonus scheme
- 6% matching pension contributions
- 10 complimentary tickets to the show every year
- Health Care Cash Plan, EAP and retail discounts

HOW TO APPLY:

Please send an up-to-date CV and a short cover letter to jobs@abbavoyage.com.

DIVERSITY AND INCLUSION STATEMENT

Here at ABBA Voyage, we strive to be a business where difference is valued and everyone is able to thrive in a culture of equality, inclusion and belonging. We are committed to providing a truly inclusive environment that reflects today's society, where everyone is able to bring their true selves to work, and where diverse voices and backgrounds are valued, heard, and well-represented.

ABBA Voyage welcomes applications from all sections of society. We are committed to equal employment opportunities regardless of race, religion, or belief, ethnic or national origin, disability, age, citizenship, marital, domestic, or civil partnership status, sexual orientation, gender identity or any other basis as protected by applicable law. If you have a disability or additional needs that require accommodation, please do not hesitate to let us know at the point of application.

BE YOUR BEST STATEMENT

We want everyone to make the most of the opportunity to shine and showcase their talents, so we are happy to make adjustments in the recruitment process so you can be your best! Please don't hesitate in discussing any specific requirements with us, or if you would feel more comfortable, you can email us confidentially at peopleteam@abbavoyage.com to let us know how we can support you.



OUR VALUES

Brave & Respectful

We take great pride in ourselves and what we do. We deliver our very best for each other, our guests, our partners and our community. We create value, but not at any cost, so we're never cheap and never greedy. We think it's better to try and sometimes fail, than not try at all. We make decisions based on what we believe is the right thing to do, to ensure we make a positive impact and truly represent ABBA.

Better Together

We believe in welcoming people just as they are – unique human beings – and accepting them with open minds. We know it takes every one of us to create the ABBA Voyage experience, which is why no one's more important than the other. We expect everyone to make each other feel seen and appreciated, and work as a collective. It's the shared connections and sense of togetherness we build that makes ABBA Voyage such a meaningful communal experience.

Like No Other

We are passionate about always moving forwards and going beyond expectations – our own, our company's, our audience's, our communities' – to be part of something you can't quite put into words. We see any challenge as an opportunity to learn, to try new things, and to inspire and make a difference. There's a magic about ABBA Voyage that is achieved by using our imagination to make all our interactions extraordinary.