



Widgit

Workplace & B Corp Coordinator – Candidate Information Pack

Version 1.0 | July 2026



Welcome From Our CEO



A very warm welcome to Widgit! I'm delighted you've considered joining our team, and hope you'll enjoy learning more about this exciting role, our organisation, and our hopes and dreams for the future.

Widgit Symbols were created with one goal in mind: to help people of all ages and abilities understand and feel understood. We stand by this belief today and are committed to doing business for good. As a company from humble beginnings and having just become a Certified B Corporation, we want to grow in a way that aligns with our passion for people and the planet.

As we continue on our growth trajectory following the pandemic, we proudly maintain our reputation as pioneering providers of symbol language and symbol technologies. From our desktop InPrint software to Widgit Online, our transition from traditional to Software as a Service (SaaS) signals a pivotal moment for the business. As such, we're looking for skilled individuals to support us on this journey. For this role, we are seeking someone who will help create a welcoming, well-run workplace while providing the coordination and operational support that enables our B Corporation commitments to thrive.

From our audience to our staff through to our board, inclusivity is at the heart of Widgit and what we offer. We celebrate what makes our colleagues and customers unique, while fostering an environment of compassion and kindness. With this in mind, we are keen to hear from individuals of all backgrounds when it comes to growing our team.

Thank you for expressing an interest in working for Widgit, and I wish you all the best with your application.

Kind regards,
Cate Rae, CEO



Cate Rae
CEO



About Us

What we do, our mission and values



About Widgit



Founded in 1981 and incorporated in 1984, Widgit has been making educational software for 40 years, and we are the longest established Special Educational Needs (SEN) software company in the UK.

Today, Widgit's symbols and software titles are used to support people around the world and help them realise their full potential, no matter what their age, ability or background.



[Find out more](#)





Who We Help



Symbol support is a helpful bridge from the known (pictures/objects) to the unknown (printed word). People who use and are supported by symbols include:

- Children and adults with a learning impairment or communication challenge (for example, autism, Down's Syndrome, dyslexia or dementia);
- Children beginning to read or who struggle with text;
- People for whom English is an additional language;
- Individuals with speech and language difficulties;
- People in emergency situations or those who are critically ill;
- Disadvantaged people (for example, those who have fallen out of the education system before achieving functional literacy levels);
- Visitors from a foreign country or those learning a foreign language.



Where We Are Now



With over 50 employees, Widgeo is in a scale-up phase, undertaking projects such as integrating a new CRM system and developing an amazing Employee Value Proposition, underpinned by culture. The business has experienced continuous growth (both UK and internationally) in previous years and is experiencing the related organisational/leadership and cultural opportunities and challenges.

You will have the opportunity to contribute to Widgeo's transition towards realising that goal, fostering a culture that prioritises social and environmental responsibility alongside financial performance.

If you are passionate about technology for good, and being part of a business that prioritises an inclusive and supported workforce, we invite you to join our team and make a positive difference to the lives of people around the world.

Proud To Be a B Corp



At Widgit, we care about making a positive impact – both with people and the planet in mind. From monitoring our carbon footprint to giving back to the community, we’re proud to have achieved certified B Corp status.

Becoming a B Corp means we meet high standards of social and environmental performance, accountability, and transparency. It reflects our deep-rooted commitment to using our business as a force for good – not just in what we create, but in how we create it, who we work with, and the legacy we leave behind.

This is more than a badge of honour. It’s a promise to keep pushing for better – for our team, our customers, and the world around us.

[More about B Corp](#) 

Our Vision



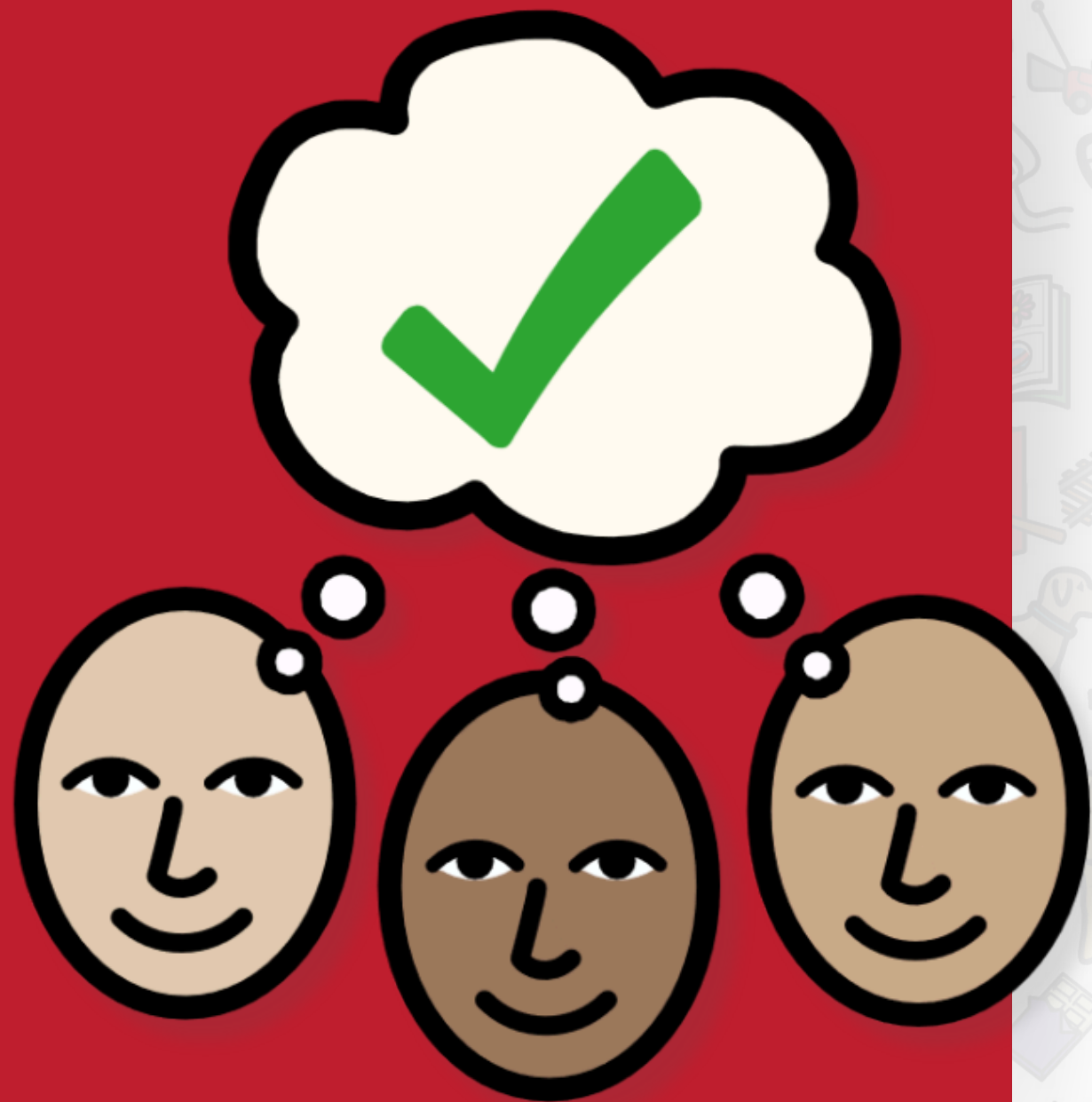
That everybody, no matter what their age and abilities, can communicate and understand.

The ability to communicate and understand is a huge part of being human.

Most people take these abilities for granted: it's a privilege that seamlessly integrates them into society.

For those who can't, it's a daunting and isolating experience, creating barriers leading to fear, frustration and unhappiness.

Our Mission



We are Widgit and symbols are our world.

We believe in the power of symbols to support communication and understanding.

Our unique combination of software and symbols empowers practitioners to support the diverse needs of symbol users of all ages.

From our inspirational community to this planet we call home, we care deeply about people, the environment and our place within it.

When it comes to unlocking potential, we believe symbols have a positive impact and help to ensure no one feels left behind.

Our Ethos

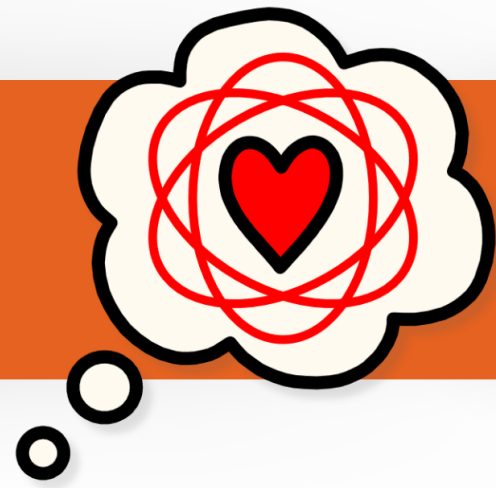


To be a progressive business that promotes inclusivity and staff wellbeing, environmental sustainability, and community support, showcasing the positive impact a business can have on the world.

Business can – and should – be a force for good in the world.

Being a business for good is not at odds with being successful.
It's a core part.

Our Values

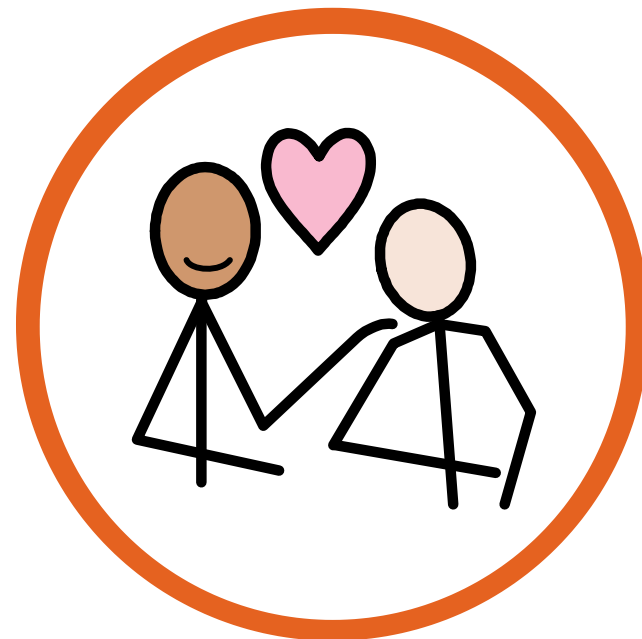


Our values of **integrity**, **kindness** and **quality** are key to our identity at Wigit and express succinctly *how* we go about doing what we do.



Integrity

Keeping our promises and communicating openly and honestly.



Kindness

Drives us to treat our customers, staff, and partners with compassion, positivity, and support.



Quality

Is the thread that runs through everything we do, from the care in crafting our symbols to the excellence in our software products and resources.

Our Commitment to Equality, Diversity and Inclusion



Diversity, equity, and inclusion are fundamental to who we are at Widgit. We're proud to foster a culture that embraces all walks of life, inclusive of the LGBTQIA+ community – with staff joining us from university through to retirement age.

From embracing disability and neurodiversity to championing female voices within our leadership team, we're mindful of diversity when seeking new talent – ensuring everyone feels empowered to reach their full potential.



Our Commitment to Equality, Diversity and Inclusion



We are committed to increasing diversity and inclusion within our team. We therefore welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview
- Paying for your travel costs to the office and back for interviews if they are held in person
- Making any reasonable adjustments – for example ensuring we have sign language interpreters organised in advance if you'd like them
- Providing this document in a Word or plain text format for accessibility reasons
- Offering a first-stage interview to disabled applicants who meet the minimum criteria for the role

If there is anything we can do to improve or make your interview experience more comfortable, please let us know. We will always do our utmost to accommodate any reasonable adjustments / requirements.



About You

About the role, responsibilities and experience



About the Role



The Workplace & B Corporation Manager supports the smooth day-to-day running of Widgit HQ and provides structured coordination support for Widgit's B Corporation programme.

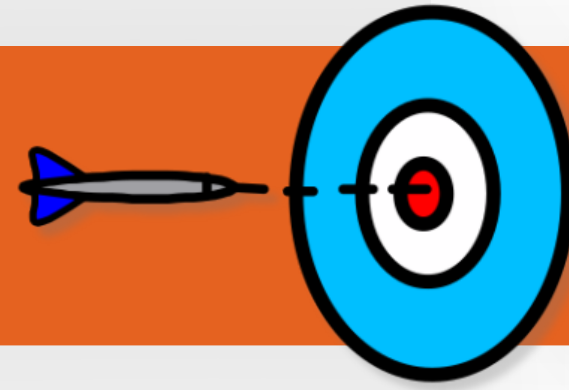
The role is primarily operational and administrative in nature. It focuses on ensuring that workplace services are delivered consistently and professionally, that facilities, suppliers, and records are well managed, and that staff experience a welcoming, reliable, and well-run working environment.

Alongside this, the role supports the B Corporation programme as a cross-functional coordination activity, helping to collate evidence, track agreed actions owned by domain leads, and ensure submission readiness. Accountability for B Corporation commitments sits with the CEO, and decision-making authority remains with the relevant functional owners.

The role works closely with department and operational leaders including, but not limited to, People & Culture, Finance, IT, and Marketing, providing practical support, clear coordination, and good communication.



Scope & Impact



- Provide structured **coordination and administrative support** for Widgit's B Corporation programme, ensuring evidence is organised, actions are tracked, and submissions are delivered on time.
- Support the **effective day to day operation of Widgit HQ**, ensuring facilities, suppliers, and services are well coordinated and staff experience a reliable, professional working environment.
- Act as a **central point of coordination** across workplace services, liaising with Finance, People & Culture, IT, suppliers and contractors.
- Maintain **accurate records, documentation and reporting** across workplace operations, health & safety, B Corporation evidence, and charity activity to support assurance, transparency and audit readiness.



Key Responsibilities



2) Workplace Operations Coordination

- Coordinate the day to day running of Widgit HQ to ensure a safe, organised, and welcoming working environment.
- Support the coordination of both internal and external events hosted and managed at Widgit HQ.
- Act as the primary point of contact for workplace related issues, liaising with suppliers, contractors, and the landlord to log, track, and resolve issues.
- Administer workplace services including cleaning, maintenance, catering, reception arrangements, post, and deliveries.
- Facilitate building access i.e. manage key fobs, gate access to car park, parking spaces, vehicle registration details, and liaison with Security Guard.
- Maintain records relating to office layout, equipment, furniture, and shared resources.
- Support agreed workplace changes by coordinating logistics and implementation once decisions have been made by the appropriate budget holder / decision maker.
- Maintain a PSL for providing cost effective and B Corp considered options of catering and refreshment requirements.



Key Responsibilities



3) Health, Safety & Compliance Administration

- Administer workplace health and safety activities, including maintaining records for risk assessments, fire safety checks, first aid provision, PAT testing, DSE assessments, and incident logs.
- Ensure statutory checks, training records, and documentation are up to date and accessible, working with the landlord where necessary.
- Coordinate with relevant colleagues on insurance administration, renewals, and documentation as required.
- Escalate risks, incidents or non compliance issues promptly to the appropriate accountable owner.

4) Technology & Workplace Systems Support

- Coordinate the operation of meeting rooms, desk booking, and shared office systems and equipment, working with IT where technical intervention is required.
- Carry out basic first line support for common office and meeting room issues, escalating more complex problems appropriately.
- Maintain records relating to shared equipment.
- Dispose of equipment and documentation in line with company policies.



Key Responsibilities



5) Supplier Coordination & Reporting

- Maintain preferred supplier lists and support supplier onboarding, reviews, and record keeping.
- Track supplier performance against agreed expectations and escalate issues where necessary.
- Support the preparation of periodic operational summaries covering workplace activity, incidents, utilisation, and costs, for review by accountable owners.

6) General Administration

Support **general office administration** where appropriate, ensuring continuity of service and a smooth experience for staff and visitors.

Examples include:

- Supporting the upkeep of relevant workplace policies and records.
- Greeting visitors, organising refreshments, and processing deliveries / collections.
- Diary management and meeting room bookings as required.
- Collaboration across Widgit departments to maintain a workplace calendar of external and internal events and activities.



Key Responsibilities



- Managing stock levels, merch, stationery, and shared supplies in line with company procedures.
- Providing ad-hoc administrative and coordination support for charity and volunteering activity.
- Supporting the maintenance of the asset register for hybrid home office tech and equipment set-up, to include risk assessment recommended purchases.



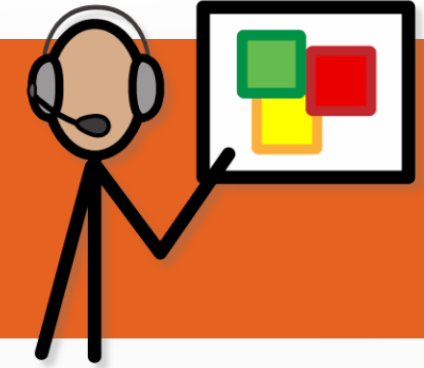
What Success Looks Like



Within 12 to 24 months, you will have achieved:

- **B Corporation:** A complete, well organised and audit ready evidence pack maintained throughout the cycle, with agreed actions tracked and submissions delivered on time with executive sign off.
- **Workplace Operations:** Widgit HQ will be operating smoothly on a day to day basis, with facilities issues logged, tracked, and resolved promptly, suppliers coordinated effectively with cost and B Corp aligned considerations, and staff reporting a reliable and well run workplace.
- **Health & Safety Administration:** Workplace H&S records, checks, and documentation kept up to date, with issues escalated appropriately and no material compliance gaps identified.
- **Operational Reporting:** Clear, accurate operational summaries available to accountable owners, covering facilities activity, incidents, utilisation, and costs where required.
- **Professional Standards:** Office administration, records, and communications handled consistently and professionally, contributing to a positive staff and visitor experience.

Training & Development



Widgit is committed to supporting the Workplace & B Corp Coordinator to perform this role effectively and to develop strong operational and coordination skills. Training and development may include:

B Corporation standards and processes

Practical training focused on understanding B Corp evidence requirements, documentation standards, submission processes, and ongoing compliance expectations.

Workplace and facilities administration

Relevant training covering facilities coordination, supplier management, basic health & safety administration, and workplace compliance.

Systems and tools

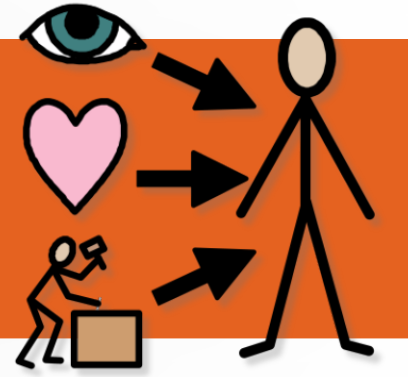
Training on internal systems used for booking, record keeping, reporting, and documentation to support efficient and accurate administration.

Professional skills development

Development focused on organisation, communication, prioritisation, and problem solving within an operational support role.



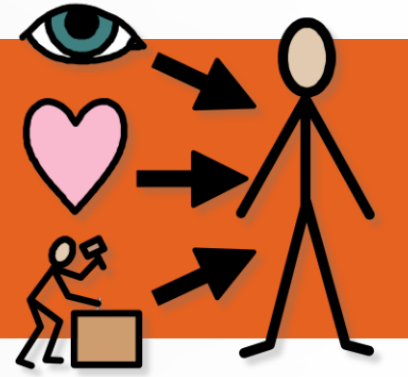
Person Specification and Desired Experience



The Workplace B Corp Coordinator will demonstrate strong written and verbal communication skills, with a clear, practical, and professional communication style. Further desired criteria include:

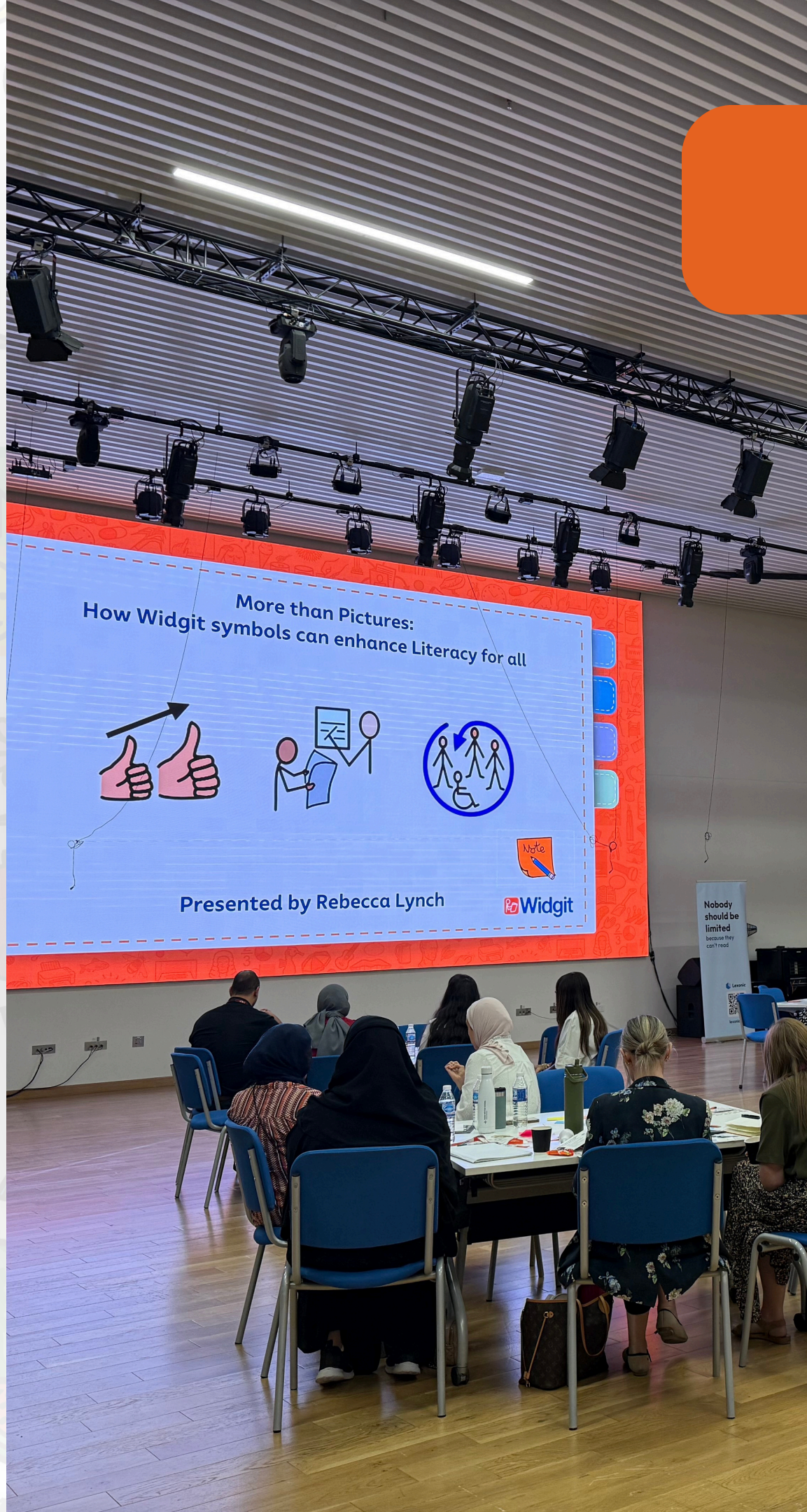
- Well organised and reliable, with the ability to manage multiple administrative and operational tasks simultaneously.
- Comfortable coordinating activity across teams and suppliers, following agreed processes and escalating issues appropriately.
- Practical and solutions focused, with the ability to deal with day to day workplace issues calmly and effectively.
- Confident using standard office software, systems, and IT equipment (monitors, docks, etc.), with basic technical troubleshooting skills for common workplace issues.
- Experience supporting or administering operational processes, facilities, or office services.
- Familiarity with maintaining records, logs, registers or evidence packs in a structured and audit ready manner.
- Basic understanding of workplace health & safety requirements and the importance of compliance and accurate record keeping.

Person Specification and Desired Experience



- Experience liaising with suppliers or contractors, including logging issues and tracking resolution.
- Ability to work collaboratively with People & Culture, Finance, IT, and other teams.
- Demonstration of care, discretion, and professionalism when handling confidential or sensitive information.
- An interest in ethical business, sustainability or social impact, and a willingness to support Widgit's B Corporation commitments in a practical, delivery focused way.

Knowledge & Behaviours



- **Operational mindset** – focuses on delivering reliable day to day support, maintaining good records, and ensuring agreed processes are followed.
- **Attention to detail** – takes care to maintain accurate and audit ready documentation across workplace, safety, and B Corp records.
- **Professional judgement** – understands when to act independently within remit and when to escalate issues to accountable owners.
- **Collaboration** – works constructively with colleagues across People & Culture, Finance, IT, and other teams, respecting clear ownership and decision boundaries.
- **Clear communicator** – communicates issues, updates, and requests clearly and appropriately, both verbally and in writing.
- **Reliability and accountability** – follows through on commitments, manages deadlines effectively, and takes responsibility for the quality of their work.
- **Values led approach** – demonstrates alignment with Widgit’s values of integrity, kindness, and quality, and supports ethical and socially responsible practices in a practical, grounded way.
- **Adaptable and pragmatic** – responds calmly to changing priorities and day to day issues in a busy workplace environment.

Benefits



At Widgit, we believe in fostering a work environment that supports and empowers our staff. Our benefits package is designed to promote wellbeing, professional development, and a healthy work-life balance. From competitive salaries and healthcare options to unique perks and development opportunities, discover just some of what's on offer...



Basic salary

- To be discussed



Financial

- Company bonus scheme
- Cost of living boosted / benchmarked pay
- Independent financial advisor provision
- Group life assurance (4x salary on death)
- Enhanced Maternity / Paternity Pay



Time off

- 25 days' holiday plus bank holidays (33 in total)
- Option to buy / sell up to 5 days of holiday
- Free day off for moving home



Health

- Bupa Blua Health Service (GP) on 'Medical History Disregarded' basis / Bupa Dental
- Access to Mental Health First Aiders & emergency First Aiders
- Free eye tests
- £175 towards VDU (workstation) glasses
- Free flu vaccination vouchers



Working environment and culture

- Flexible working
- Home office set-up, including chairs, monitors, etc.
- Company socials and events organised by our Culture Club



Development

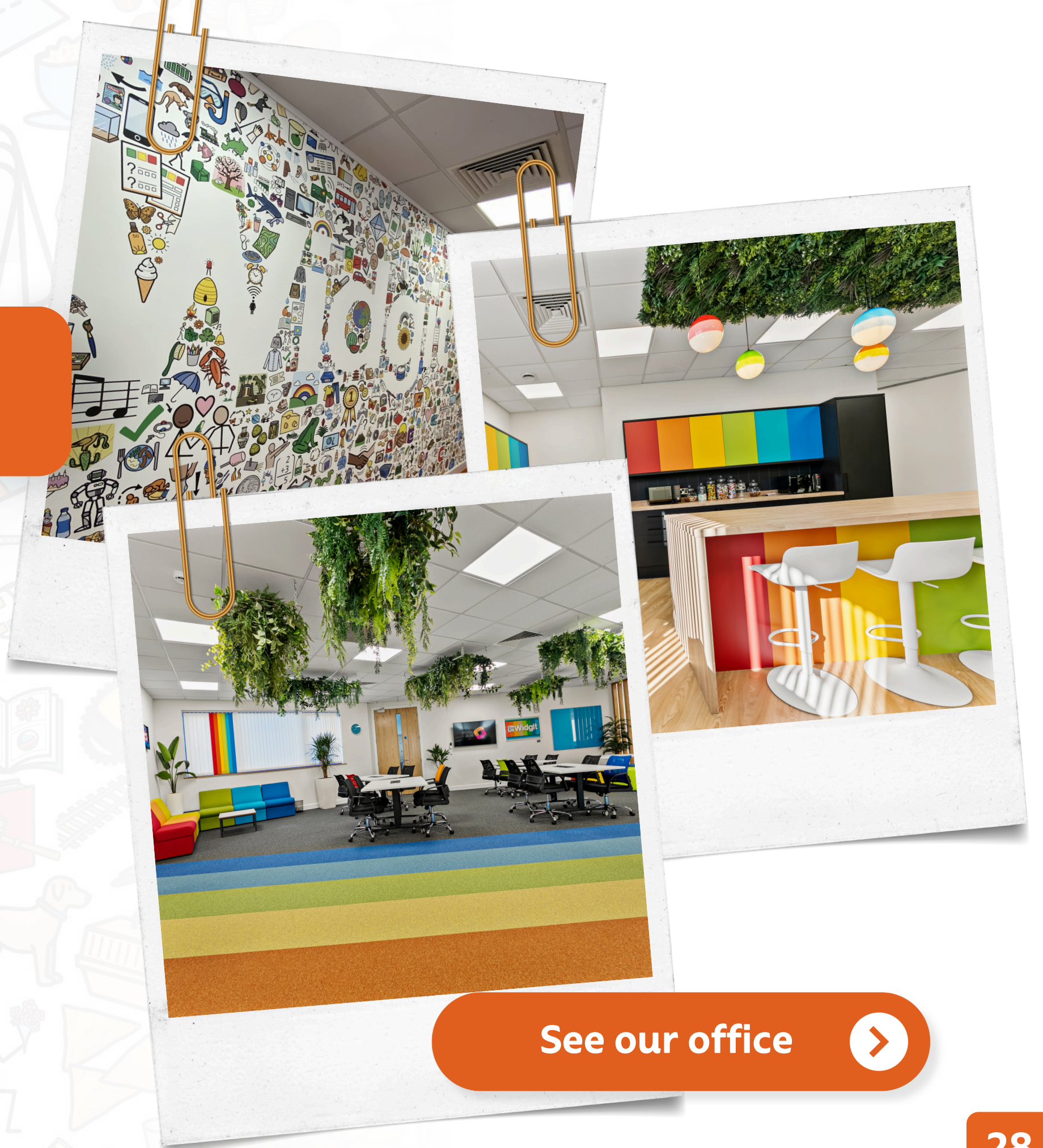
- Job-related training and development

Location



Widgit's offices are based in Warwick. Most of our staff are hybrid workers, so as such, many of the desks are hot desks. With our team having grown significantly in recent years, we are also excited to expand Widgit HQ further to a second floor, with an innovative new workspace.

In today's modern world, we recognise that individual needs and circumstances vary, and we strive to create a supportive environment where everyone may achieve their full potential. By embracing a flexible approach to working hours and leave, we empower staff members to balance their work and personal commitments effectively.



See our office



Widgit® Culture Club

From mindfulness days to bake sales and beyond (and not forgetting our summer and winter parties), the Widgit Culture Club helps to ensure all staff members have the opportunity to socialise with their fellow Widgiteers – both inside and outside the office.



Charities



We're proud to give back to the communities that shape who we are today, ensuring at least one penny of every pound of profits goes to good causes.

From donating to our local food bank to volunteering our time at a local special needs school, discover the full list of charities we've supported below.



Spreading Festive Cheer to Families in Need →



Widgit Volunteer Day at Evergreen School, Warwick →



Widgit Wilding: Planting Trees for a Greener Future →



Supporting Our Local Food Bank →

See all charities



How To Apply



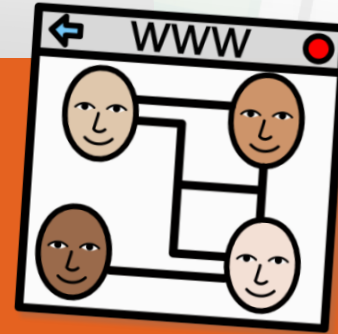
If you wish to apply for this position, please supply the following to jobs@widgit.com by **24th July 2026**.

- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.

If you have further questions after reading this pack, please email jobs@widgit.com.



Check Out Our Socials



Discover the latest updates, news, and insights about our work and initiatives.

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