



Workplace & B Corp Coordinator

Job Description

Reports to: Head of People & Culture

Location: Leamington HQ, office based, potential for 1 day from home

Employment Type: Full-time

Company Core Values

At Widgit, we're proud to be a purpose-driven software company. Putting people before profit, we're committed to making a positive difference to the communities we serve and the planet.

Our core values of integrity, kindness, and quality shape everything we do. Whether we're designing symbol-supported resources, supporting schools, or working together as a team, we expect everyone to reflect these values in their day-to-day work.

Being a Certified B Corporation means we believe business should be a force for good. We want our work to have a lasting, positive impact, not just for those we work with now, but for future generations too. That's why we aim to operate with care, respect, and consideration for others, in everything we do.

We ask all team members to bring a positive, thoughtful attitude to their work, both inside and outside the office, so we may continue to grow a culture we're proud of and make a real difference through our products and practices.

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

1) B Corporation Programme Support

- Coordinate the practical administration of the B Corporation programme, supporting the CEO and executive team with submission readiness and evidence collation.
- Maintain a central B Corporation evidence register, audit trail, and supporting documentation in line with B Lab requirements.
- Request, collate and organise evidence from landlords and internal departments (e.g. People & Culture, Finance, Workplace, IT), tracking agreed actions and deadlines.
- Support the preparation of internal updates and status summaries on progress, risks and upcoming submission milestones.
- Assist with maintaining narrative consistency across policies, disclosures and supporting materials, without owning policy decisions or outcomes.
- Support environmentally responsible procurement practices by maintaining records and evidence where required for B Corp purposes.
- Manage the procurement and tracking of tree purchases for new starters, supporting Widgit's pledge to plant 40 trees per staff member.

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.

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.

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.
- 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

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.
- 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.