



HR Officer required

Blackpool Football Club is a professional football club competing in the Championship (the 2nd tier of English football). Founded in 1887, Blackpool's home ground since 1901 has been Bloomfield Road.

Blackpool FC has a strong history and heritage within English Football, having won the FA Cup in 1953 and played in the Premier League in 2010/11. With new ownership announced in June 2019, we continue to flourish and are now looking for an organised and knowledgeable individual to join this exciting new era in the history of the club.

JOB TITLE: HR Officer

REPORTS TO: Chief Executive Officer

JOB PURPOSE:

Responsible for ensuring the effective administration of records, hiring and development of activities relating to the HR function and the management of employees of the football club and its associated entities (including the BFC Hotel & Conference Centre).

Acts as the first port of call to managers, employees and external partners for all HR related queries. As a priority, will handle the majority of employee documentation, including contracts, recruitment paperwork and starter packs in liaison with Accounts Department/Payroll.

RESPONSIBILITIES & DUTIES:

Records:

Ensure candidates have the right to work at the organisation

Forming and maintaining employee records.

Update HR system internally with such information as holiday, sick and maternity leave etc.

Ensure the maintenance of confidential employee records restricting access only to authorised personnel

Liaise with Accounts/Payroll regarding the processing of wage/salary payments.

Collates attendance and time recording details relating to match day operations/administration



Report regularly on HR metrics, such as company turnover, new starter/leaver details.

Monthly update department staffing schedules and provide details to CEO.

Liaise with the Safeguarding Manager to ensure details of all new recruits are provided to help ensure implementation of club safeguarding training and documentation.

Documents

Prepare where necessary and when authorised, HR documents, i.e. employment contracts and Company policies.

Assist with the updating of current Company policies/documents and the development of new when instructed to do so to help ensure legal compliance.

Ensure that all employees (including all new starters) are provided with a contract of employment. Issue amendments as and when appropriate.

Prepare probationary review documentation and liaise with relevant manager in sufficient time for employee review to take place.

Recruitment

Ensure that regarding new jobs created, prior to recruiting candidates, departmental managers submit to the CEO a “permission to recruit” form.

Help to ensure the effective management of the recruitment process in line with Company procedures, bringing these to the attention of management personnel.

Responsible for the placement of job vacancies in pre-determined sources. Prepare the origination of job descriptions, skills specifications etc. and the record keeping of applications received.

Ensure that acknowledgement of applications is made to all candidates throughout the recruitment process.

Review applications (CV's and application forms) to determine potential HR issues and advise recruiting manager accordingly.

Training

Organise staff training sessions and liaise on all training activities, including the sourcing and application for training grants.

Assist with administration relating to training of apprentices



Liaise with colleges regarding apprentice development activities/meetings.

General

Attend grievance/disciplinary investigations or meetings when requested to do so. Take accurate minutes.

Help to look after the health, safety and welfare of all employees

Flag up to the CEO any potential HR issues as and when they arise.

Be the first point of contact for employees on any HR related query.

Advise line managers and other employees on employment law matters and keep up to date relating to same.

Advise line managers and other employees on all company policies and procedures and keep these updated when appropriate.

Work with line managers to effectively manage employee performance and attendance.

Communicate with external partners such as solicitors, HR professionals, insurers, etc.

Assist with any other HR related or administration tasks as and when they arise

Key Skills

Discretion

Organisation skills and ability to prioritise

Communication skills

Teamwork skills

Interpersonal skills

Meticulous attention to detail

Numerical skills

IT skills (Microsoft office, Specify any other)

Commercial awareness



Ability to maintain confidentiality together with the ability to recognise sensitive situations.

Personal Specification

- Actively studying CIPD qualifications beyond certification level
- A quick learner with the ability to work independently
- 2+ year's experience within an HR function
- A good understanding and knowledge of employment law is essential
- Experience of using Microsoft Office applications and HR software systems
- Excellent attention to detail

Safeguarding: Blackpool Football Club Ltd and the EFL are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. Posts advertised on this website may require Enhanced Criminal Record Checks and may include checks against the Barred lists, as such it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions, including spent convictions that have not been subject to filtering by the DBS should be declared.

Equality and Diversity: Employees must at all times carry out their duties with due regard to Blackpool Football Club policies and procedures. The employee must ensure a positive commitment towards equality and diversity treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

Hours:

The role will be based on a 37.5 hour week which may include some evening, weekend and Matchday hours

Closing date:

This is a full time position for which the closing day is Monday 12th October 2021 - 5:00pm

Salary:

Dependent on qualifications and experience

All applications should be sent to HR@Blackpoolfc.co.uk. Candidates are requested to provide current salary details.