



## Grimsby Town Football Club / Grimsby Town Sports & Education Trust HR Advisor - Job Description

### Culture Statement

We don't just work for Grimsby Town Football Club — we *are* Grimsby Town Football Club. It's a remarkable story that began in 1878 and has continued uninterrupted ever since.

There is nothing bigger and nothing more powerful in uniting so many people — through purpose, passion and pride — than a football club. It's people's identity. It's their family; their heritage. It's where they belong. This is something that cannot be undone. The bond, ties and loyalty are forever. And by being here, we are part of the story.

This is no ordinary job. This is an extraordinary opportunity. We are more than staff, players, managers, coaches, analysts, physios, stewards and volunteers. We are friends, supporters, promoters, entertainers, role models and, in some cases, idols and legends. But we cannot be any of these things without each other.

None of us is bigger than all of us. Every day, we strive for better. We are a football club, but we're at the heart of something much bigger. A club formed from its community now has the power to define its community. We are today's authors of this black and white story.

This moment has been 143 years in the making. And the next chapter is in our hands. Together, we can achieve greater things.

<b>Job Title</b>	<b>HR Advisor</b>
<b>Department</b>	<b>Corporate</b>
<b>Line Manager</b>	<b>GTFC Chief Executive</b>
<b>Contract</b>	Full time, permanent
<b>Hours of work</b>	37.5 hours per week, including evening and weekend matchday work
<b>Basic pay</b>	Dependent on experience
<b>Holiday entitlement</b>	20 days plus Bank Holidays
<b>Key internal relationships</b>	GTFC - Chief Executive Officer, Chief Operating Officer, Finance Manager, Commercial Manager, Safety and Facilities Manager, Ticket Officer Manager GTSET – Chief Executive
<b>Purpose of the job</b>	Reporting into the GTFC CEO, the HR advisor will manage the day to day people agenda. Working across both GTFC and GTSET you will take responsibility as the first port of call for all recruitment aspects, including advising line managers and managing the onboarding process. You will be involved in anything people related ensuring people related queries are dealt with promptly and reliably.
<b>Main Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>Managing recruitment campaigns, arranging interviews, liaising with</li></ul>

	<p>candidates / agencies, conducting interviews</p> <ul style="list-style-type: none"> <li>• Administration of new starters - offer letters, contracts, chasing references, onboarding programme.</li> <li>• Consulting on issues related to workplace relations and performance management</li> <li>• Providing advice and assistance on policies, procedures, legislation, and enterprise agreements. Updating all HR policies and ensuring these are in line with current legislation</li> <li>• Managing the employee lifecycle from recruitment through to exit including all associated administration and letters.</li> <li>• Updating and maintaining the HR Breathe System</li> <li>• Liaising with payroll provider on any pay changes.</li> <li>• Consulting on issues related to performance issues or complaints.</li> <li>• Reviewing and updating role profiles.</li> <li>• Monitoring key people metrics, such as turnover, retention rates, cost per hire, absence.</li> <li>• Managing the performance framework cycle supporting managers to have meaningful conversations with their team.</li> <li>• Arranging and co-ordinating internal and external development programmes.</li> <li>• Managing salary review process and dealing with pay changes, letters etc.</li> <li>• Managing all statutory family leave (maternity, paternity etc)</li> <li>• Supporting with various capability investigations, including grievance and disciplinary</li> <li>• Driving the business performance in relation to the organisation's objectives</li> <li>• Supporting and advising on job or structure changes.</li> <li>• Supporting on the issue of Safeguarding.</li> </ul>		
<b>Qualifications</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>Essential</b></td> <td style="width: 50%; text-align: center;"><b>Desirable</b></td> </tr> </table>	<b>Essential</b>	<b>Desirable</b>
<b>Essential</b>	<b>Desirable</b>		

<b>Knowledge &amp; Experience</b>			
	<ul style="list-style-type: none"> <li>Knowledge of employment law, HR policies and procedures</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Knowledge of the best practice on recruitment and selection</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Experience in interpreting, advising and implementing people policies and processes</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to use a HR information system including, accessing, inputting, and compiling data</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Experience in an HR environment</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Comfortable with managing HR systems</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Organisational and administrative skills</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Personable with strong communication and relationship building capabilities across all levels of the business</li> </ul>	✓	
<b>Qualifications &amp; Training</b>			
	<ul style="list-style-type: none"> <li>CIPD qualified – level 3 or 5</li> </ul>	✓	
<b>Personal Qualities &amp; Skills</b>			
	Experience of working in an environment where customer service was important	✓	
	Experience of assisting in leading/managing a team	✓	
	Excellent organizational and IT skills (ideally proficient in Microsoft Word, Excel and web-based content management tools)	✓	
	Able to work on matchdays (including evenings) and at other events outside of normal office hours	✓	
	Experience of working to deadlines, in a high pressure environment	✓	
	Clear understanding of and commitment to delivering exceptional customer service	✓	

	Excellent verbal and written communication skills	✓	
	An ability to adapt quickly, be flexible in the face of change and solution orientated	✓	
	Excellent organisational and time management skills	✓	
	The ability to communicate concisely, assertively and effectively with various professional disciplines and at all levels of an organisation	✓	
	Accuracy and attention to detail	✓	
	Ambition to take on extra responsibilities and develop within the club	✓	
	Proactive and self-assured	✓	
<b>Other Requirements</b>			
	A willingness to learn and develop as an individual, through CPD	✓	
	Applicants must be over the age of 18	✓	
<b>Safeguarding</b>			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All new employees are subject to DBS checks, with our safeguarding officer.		✓
<b>General Information</b>			
	<p><b>Club Vision and Values</b></p> <p>All employees are expected to operate within and demonstrate a commitment to the Club's values at all times.</p> <p>Our values are;</p> <ol style="list-style-type: none"> <li>1. Proud to be GTFC <ul style="list-style-type: none"> <li>• It's a privilege to wear the badge and we do it with pride</li> </ul> </li> <li>2. Trust in Town <ul style="list-style-type: none"> <li>• We rely and depend on each other to do our best</li> </ul> </li> <li>3. Stand up for the Mariners <ul style="list-style-type: none"> <li>• We show courage and positivity in the face of new challenges</li> </ul> </li> <li>4. One of Our Own <ul style="list-style-type: none"> <li>• We treat each other like family</li> </ul> </li> <li>5. Always Improving <ul style="list-style-type: none"> <li>• We raise the standards in everything we do</li> </ul> </li> </ol> <p><b>B Corporation</b></p> <p>Grimsby Town Football Club is currently working towards B Corp Certification. B Corp Certification is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials. To achieve certification, a company must:</p> <ul style="list-style-type: none"> <li>• Demonstrate high social and environmental performance by</li> </ul>		

achieving a B Impact Assessment score of 80.

- Make a legal commitment by changing their corporate governance structure to be accountable to all stakeholders, not just shareholders, and achieve benefit corporation status.
- Exhibit transparency by allowing information about their performance measured against B Lab's standards to be publicly available on their B Corp profile on B Lab's website.

B Corp Certification is holistic, not exclusively focused on a single social or environmental issue. And the process to achieve and maintain certification is rigorous and requires engaging teams and departments across the whole organisation. All employees are expected to commit to the journey of achieving B Corporation Status.

#### **Safeguarding Statement**

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment. This post requires an Enhanced Disclosure and Barring Service Check (DBS) as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared". Relevant information and / or documents will be distributed as part of the recruitment process.

#### **Equality, Diversity and Inclusion**

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards equality, diversity and inclusion by 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.

#### **General Information:**

The employee must at all times carry out their duties with due regard to Grimsby Town Football Club policies and procedures.

The above Role Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.