



Grimsby Town Football Club / Grimsby Town Sports & Education Trust

HR Advisor - Job Description

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. And to achieve greater things we need a great team, and this is where you come in This is a stand-alone HR role and we're looking for someone that can grow with the Club and navigate our people agenda through the next phase in the Club's history.

Job Title	HR Advisor
Line Manager	GTFC Chief Executive
Contract	Permanent
Salary	£25,000 - £27,000
Holiday entitlement	20 days plus Bank Holidays
Key internal relationships	GTFC - Chief Executive Officer, Chief Operating Officer, Finance Manager, Commercial Manager, Safety and Facilities Manager, Ticket Officer Manager GTSET – Chief Executive

Purpose of the job

Reporting into the GTFC CEO, you will manage the day to day people agenda, this means driving and developing an integrated people plan in partnership with the management team. Working across both GTFC and GTSET you will take responsibility to manage the whole employee lifecycle from recruitment, onboarding, employee development to improving performance, advising managers on employee issues and leavers. You will be involved in anything people related ensuring queries are dealt with promptly and reliably. This is a truly generalist role where every day will be different.

Main Roles & Responsibilities

- Manage the employee lifecycle from recruitment through to exit including all associated administration, processes and letters.
- Manage recruitment campaigns, arranging interviews, liaising with candidates / agencies, conducting interviews, advising interviewers, developing best practice recruitment processes
- Support the CEO and COO to deliver the engagement agenda and gain employee feedback to put initiatives in place. Embed the values and integrate them into all people practices.
- Administration of new starters - offer letters, contracts, chasing references and managing an engaging onboarding programme.
- Drive the performance framework cycle supporting managers and team members to have meaningful conversations about personal development and growth, to drive performance and continually develop skills. Arrange and co-ordinate internal and external development programmes resulting from those conversations.
- Provide advice and assistance on policies, procedures, legislation, and enterprise agreements. Update all HR policies, processes, contracts etc and ensure these are in line with current legislation.
- Support the attainment of BCorp status and continually build on GTFC as being a great place to work.
- Support succession planning and talent development.
- Manage employee relations issues and support managers to get the best possible outcome.
- Support and advise on job or structure changes and update job role profiles as required.
- Manage our HR platform (Breathe HR) to ensure all information is kept updated with starters/leavers, personal information etc.
- Manage the salary review process and liaise with our payroll provider on any pay changes.
- Monitor key people metrics, such as turnover, retention rates, cost per hire, absence and using this insight to make recommendations for improvement and progress.
- Manage all statutory family leave (maternity, paternity etc)
- Drive the business performance in relation to the organisation's objectives
- Support on the issue of Safeguarding.

This is not intended to be exhaustive, there will be other responsibilities and deliverables that you will get involved in to successfully perform in your role and to evolve with the changing needs of the Club.

Knowledge & Experience

To be able to deliver this role, there are skills and experiences we are looking for. We'd want you as a minimum to have

- A sound knowledge of employment law, HR policies, procedures and best practice
- Worked in a HR team or stand-alone HR role before so understand how it all works
- Can demonstrate where you've delivered recruitment and selection and other parts of the employee life cycle
- Have experience in interpreting, advising and implementing people policies and processes
- The ability to use a HR information system including accessing, inputting, and compiling data
- Navigated employee relations issues and reached a successful outcome
- A level 3 or 5 CIPD qualification.

Additionally, we are looking for someone that can

- Effectively organise your work day to manage multiple tasks without letting things slip, often to tight deadlines.
- Pay attention to the detail and check for accuracy and quality of your work
- Adapt quickly, be flexible in the face of change and solution orientated
- Communicate (both verbally and through written forms) concisely, assertively and effectively with various professional disciplines and at all levels in an organisation
- Pull together and work as a team to get the best outcome
- Be proactive to spot what needs doing and act on it
- Look ahead and drive engagement to continue to build on a positive culture
- Build relationships across all parts of the Club to get engagement in the people agenda
- Build confidence in others through your self assured and proactive approach
- Have the ambition to grow with the Club, take on extra responsibility and continually develop yourself.

As we work with young people you will also be subject to a DBS check and have due regard for safeguarding and child protection policies, including the welfare of children and young people.

Club Vision and Values

All employees are expected to operate within and demonstrate a commitment to the Club's values at all times.

Our values are;

1. Proud to be GTFC
 - It's a privilege to wear the badge and we do it with pride
2. Trust in Town
 - We rely and depend on each other to do our best
3. Stand up for the Mariners
 - We show courage and positivity in the face of new challenges
4. One of Our Own
 - We treat each other like family
5. Always Improving
 - We raise the standards in everything we do

B Corporation

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:

- Demonstrate high social and environmental performance by 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.