

HR Officer – Be the Heart of Our Football Club!

Are you a HR professional with a passion for supporting a positive, inclusive workplace? We're searching for a **HR Officer** who's proactive, organised, and ready to make a real impact. You'll be central to ensuring our Grimsby Town Football Club values are embedded across everything we do, from our Academy and Foundation to the Club itself. If you thrive in a fast-paced environment and have a talent for engaging people at all levels, we'd love to hear from you!

What You'll Be Doing:

- **Own the Employee Journey:** Manage the complete employee lifecycle – from recruitment and onboarding to development and retention.
- **Drive Engagement and Inclusion:** Lead Employee Satisfaction Surveys, support key engagement initiatives, and champion our Equality Code of Practice for a diverse, equitable workplace.
- **Coordinate and Develop Recruitment Campaigns:** Organise end-to-end recruitment, from liaising with candidates and agencies to conducting interviews and guiding best practices.
- **Support Employee Development:** Drive the performance framework, coordinate training programmes, and support succession planning to nurture talent across the Club.
- **Manage Employee Relations Issues:** Support managers through the process, with best practice and practical advice, to achieve an outcome that is fair and justified.
- **Keep Policies Updated and Relevant:** Ensure our policies are current, compliant, and accessible, supporting all staff in line with the latest legislation and best practice.
- **Streamline HR Systems and Metrics:** Manage HR platforms, track metrics (turnover, retention, cost per hire), and use insights to boost overall team performance.
- **Assist the CEO and Senior Leaders:** Provide administrative support to the CEO, including managing the diary, preparing presentations, and supporting Board and Committee meetings.

What You'll Bring:

- HR experience from operating in a high level HR admin, HR Officer or Advisor role already, ideally with a Level 3 or 5 CIPD qualification
- Hands-on knowledge of HR policies, employment law, and best practices
- Experience with HR information systems, data management, and recruitment processes
- Proven ability to juggle multiple tasks, often to tight deadlines, without losing accuracy or quality
- Strong organisational and communication skills, with the confidence to engage all levels across the Club

- A proactive, flexible, solution-oriented approach and a commitment to maintaining a positive, inclusive culture

Why Join Us?

This role offers the chance to make a genuine difference within a forward-thinking, supportive environment. You'll have opportunities to grow with the Club, take on new responsibilities, and continually develop. Plus, as we work with young people, you'll contribute to a workplace that prioritises safeguarding and child welfare.

What We Offer?

A salary of between £30,000 and £34,000 depending on your experience

Support with further CIPD qualifications

Support for health and wellbeing, including access to occupational health and confidential counselling

Discount on League fixture tickets and in the GTFC shop

As well as the usual statutory benefits!

If you're ambitious, proactive, and ready to build a people-first culture at every level, apply today and become a valued part of our team!