



**GRIMSBY TOWN FOOTBALL CLUB**

# **RECRUITMENT AND INFORMATION PACK**

**HR OFFICER**

# ABOUT US

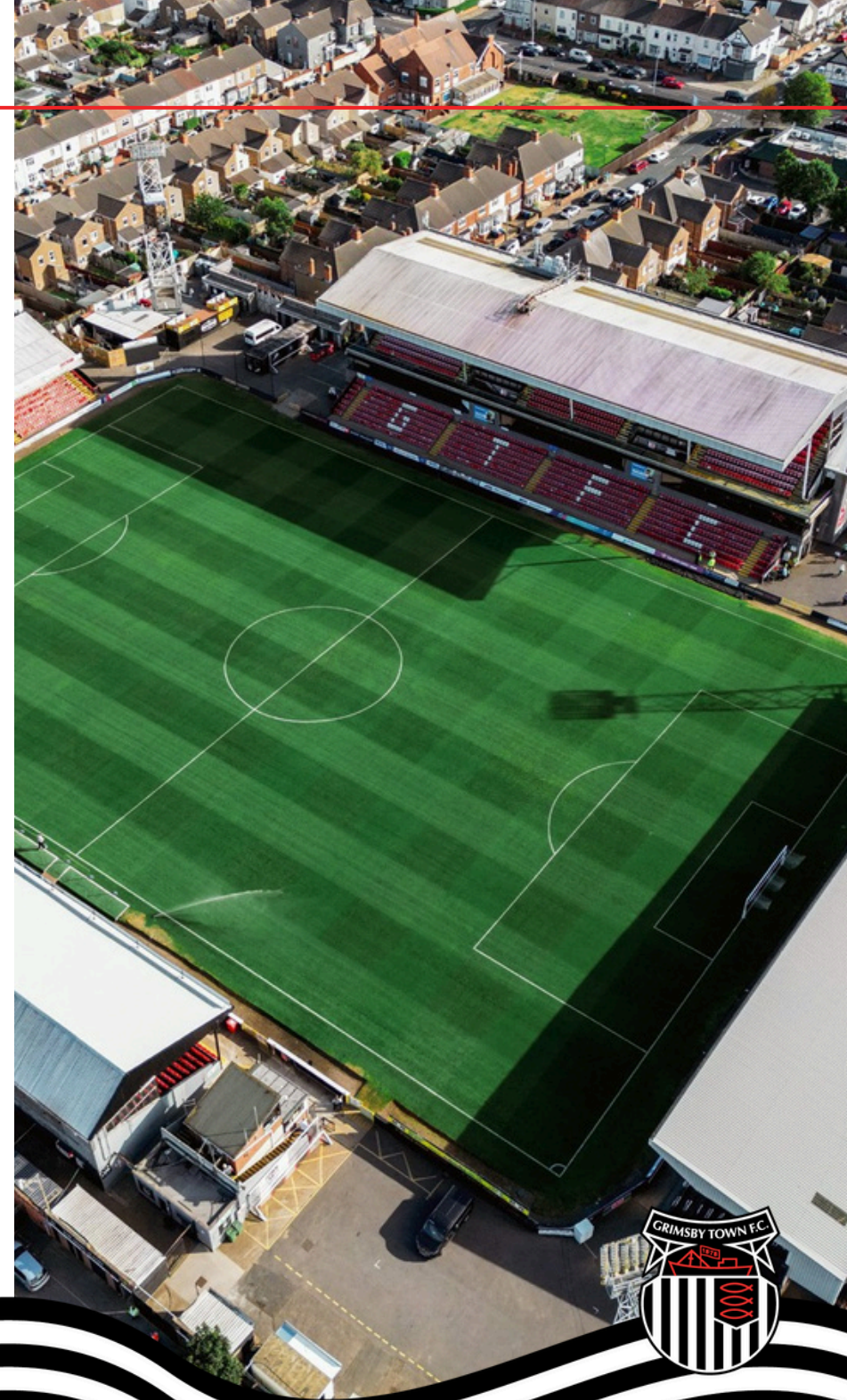
**Grimsby Town Football Club is an English football club based in the seaside town of Cleethorpes, North East Lincolnshire.**

Founded in 1878 as Grimsby Pelham, the Club was renamed Grimsby Town a year later and went on to become Lincolnshire's leading football club, spending many years in the top two divisions and twice reaching the semi-final of the FA Cup.

The Club is owned by 1878 Partners Ltd, and since their takeover in 2021, they have made it their mission for there to be a real tangible connection between fans and the Club.

Along with a long-established Men's First Team who play in the EFL Sky Bet League Two, the Club also has an academy known for developing talent, a Women's First Team who compete in Division One North and the Grimsby Town Foundation, which last year delivered a charitable spend of over £4m.

The next chapter of Grimsby Town Football Club is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team.



# JOB PURPOSE

Reporting into the Chief Operating Officer, you will oversee the day-to-day management of our people by leading our HR function

Working across GTFC, the Academy and the Foundation, you will manage the whole employee lifecycle from recruitment, onboarding, employee development, to improving performance and advising managers on employee issues. 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

### Human Resources

- Embed Club values across the Club, Foundation, and Academy, promoting diversity, equity, and inclusion.
- Manage the full employee lifecycle from recruitment to exit, including campaigns, job descriptions, interviews, onboarding, and inductions.
- Oversee HR administration, payroll liaison, personnel records, and policy updates to ensure legal compliance.
- Coordinate employee engagement surveys, salary reviews, Gender Pay Gap reporting, and workforce expansion opportunities.
- Drive performance management, succession planning, talent development, and CPD programmes.
- Provide HR guidance to managers and employees, and support employee relations cases including disciplinary and grievance processes.

- Monitor and report on key HR metrics such as turnover, retention, absence, and wellbeing, using insights for improvement.
- Support the Club's social and environmental objectives via the ESG dashboard

### PA to CEO Duties

- Manage the day-to-day aspects of the CEO's diary, including organising both internal and external meetings, booking travel, accommodation and meeting rooms (internal and external) where necessary
- Communication with internal and external stakeholders to ensure smooth arrangements are made for in person and virtual meetings
- Administer Board and Committee meetings including sending invites, agenda, document preparation, typing up minutes and circulation





# KNOWLEDGE & EXPERIENCE

To be able to deliver this role, there are skills and experiences we are looking for are:

#### Qualifications

- Level 5 CIPD qualification or working towards

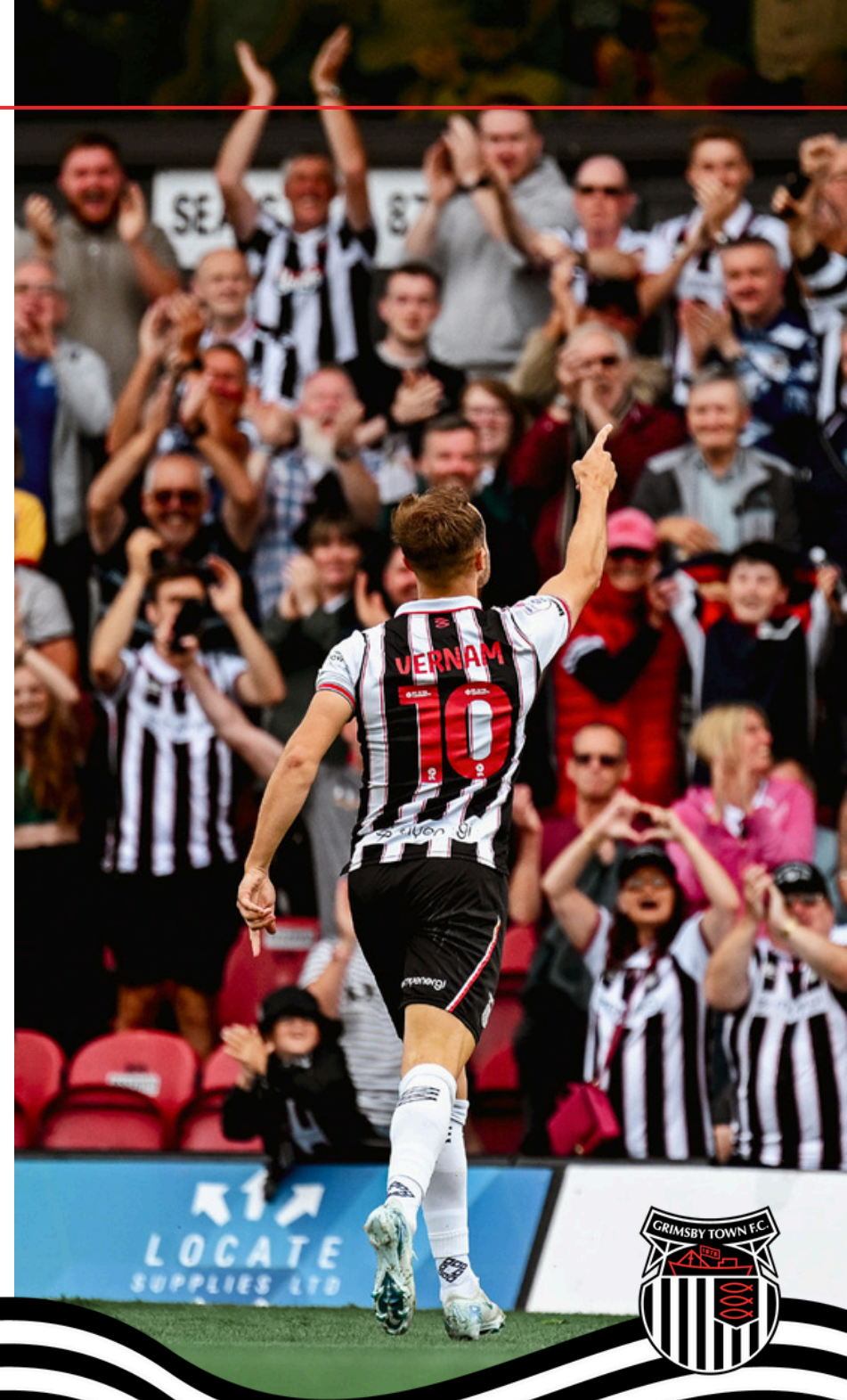
#### Knowledge

- Excellent knowledge of Human Resources practices;
- Good knowledge and understanding of UK employment law; and
- Knowledge of Data Protection and confidentiality.

#### Skills

- Proven HR experience, either within a team or in a stand-alone role.
- Skilled at managing multiple priorities in a fast-paced, deadline-driven environment.
- Strong organisational skills, attention to detail, and adaptability to changing demands.
- Excellent communication, influencing, and relationship-building abilities.
- Sound judgement, confident decision-making, and problem-solving skills.
- High level of discretion when handling sensitive information.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Committed to driving engagement, culture, and continuous development.

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





# ENVIRONMENTAL RESPONSIBILITY

Grimsby Town Football Club is committed to operating in an environmentally responsible and sustainable way. As part of our ongoing efforts, we are proud to be working towards the goals of the EFL Green Clubs scheme — a league-wide initiative to improve environmental practices across football.

We strive to reduce our environmental impact, promote sustainability in our operations, and encourage awareness and positive action across our staff, fans, and wider community. All employees, workers, and volunteers are expected to support the Club's environmental values and contribute to building a greener future for football.

# SAFEGUARDING STATEMENT

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all employees, workers, students 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 & 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.

## DISABILITY CONFIDENT COMMITTED

As a Disability Confident Committed employer, Grimsby Town Football Club is dedicated to creating an inclusive and accessible environment for all. We actively support our employees, workers, students, and volunteers by making reasonable adjustments where needed and ensuring that individuals with disabilities or long-term health conditions are supported to remain in and thrive within their roles. This commitment reflects our ongoing efforts to promote equality, remove barriers, and value the contributions of everyone in our community.



# EMPLOYEE BENEFITS

**Salary £33,000 to £35,000 PA - Depending on experience**

**28 days annual leave inclusive of bank/public holidays**

**Permanent contract. Full time, 37.5 hours per week**

**Company pension scheme**

**Staff social activities**

**Complimentary tickets to GTFC home games**

**Discount in the Grimsby Town Football Club shop**

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

**Inclusive and welcoming environment – equality, diversity, and inclusion priorities are embedded throughout the organisation**

**Interested? To view the full job description and to submit your application, please head to the EFL iRecruit portal by clicking [HERE](#).**

**Please visit [GTFC Vacancies](#) for more information.**

**The deadline for applications is **Monday 18 August 2025****

Please note we reserve the right to close the vacancy earlier than scheduled if a sufficient number of applications are received.

Grimsby Town is an equal opportunities employer and aims to ensure all applicants are treated fairly and equitably regardless of gender, race, colour, ethnicity, age, disability, social economic background, religious or political beliefs, marital status, maternity or paternity or sexual orientation.





# LOCATION

North East Lincolnshire is a great place to live and bring up a family. There are a number of beautiful locations in and around the area of Grimsby and Cleethorpes which are ideal places to live, and our house prices are among some of the most affordable in the country. We are also on the doorstep of the Lincolnshire Wolds - an area of outstanding natural beauty.

Grimsby is at the centre of one of the biggest renewable energy booms in the whole of Europe, resulting in a growth of retail, hospitality and leisure facilities across North East Lincolnshire.

Cleethorpes is blessed with one of the longest and naturally beautiful beaches and the town has great events that attract visitors from all over the country, including carnivals, air displays, street markets and other cultural events.

The location also has great transport links with two train stations, an international airport less than 20 miles away, and being less than an hour away from Hull, Lincoln and Doncaster.

**North East Lincolnshire is a truly wonderful place to live and work.**







# INTERESTED?

For further information and application  
information via iRecruit, please visit  
[gtfc.co.uk/category/vacancies](http://gtfc.co.uk/category/vacancies)

Grimsby Town Football Club, Blundell Park,  
Cleethorpe, North East Lincolnshire, DN35 7PY