

HR Manager Job Description

Job details	
Job title:	HR Manager
Location	Bristol Rovers football club, Memorial Stadium Filton Avenue Bristol BS7 0BF.
Hours:	37.5 hours per week plus any additional hours necessary for the performance of duties
Responsible to:	Director of Commercial and Revenue
Team:	HR
Responsible for:	N/A
Job Purpose:	As an HR Manager, you will support the HR activities, contributing to the employee health and protection of the football club. This role offers a unique opportunity to gain hands-on experience in HR within the sports industry.
Working Conditions	Office based.
Remuneration details	Competitive salary and benefits

PRINCIPLE ROLE AND RESPONSIBILITIES

1.	<ul style="list-style-type: none"> • Recruitment Administration: <ul style="list-style-type: none"> ○ Assist in preparing role descriptions, job postings on relevant job sites and CV response handling ○ Work with hiring managers and external HR assistance to shortlist CVs ○ Prepare offer letter and contract paperwork ○ Co-ordinate the reference checking and screening of potential new employees ○ Manage the onboarding of new employees
2.	<ul style="list-style-type: none"> • HR Administration: <ul style="list-style-type: none"> ○ Working with the external HR expert, Responsible in drafting and maintaining all HR policies, employee handbooks etc.. ○ Responsible for tracking all holiday taken by all employees at the club
3.	<ul style="list-style-type: none"> • Data Management: <ul style="list-style-type: none"> ○ Maintain accurate HR records and ensure timely data entry. ○ Responsible for the access and training of the HR management system
4.	<ul style="list-style-type: none"> • Customer and Supplier Interaction: <ul style="list-style-type: none"> ○ Handle internal and external customer inquiries related to HR. ○ Process HR supplier invoices and liaise with managers for approvals.
5.	<ul style="list-style-type: none"> • Cross-functional Collaboration: <ul style="list-style-type: none"> ○ Work with various departments to deliver financial information and support decision-making. ○ Participate in continuous improvement initiatives within the finance team.

Person Specification

Education & Experience		Essential	Desirable
1.	Minimum of 2 A levels	✓	
2.	HR administration	✓	
3.	Part CIPD qualified		✓
Skills		Essential	Desirable
4.	Proficiency in Microsoft Office, especially Excel	✓	
5.	Interest in completing CIPD qualification (training will be funded)	✓	
6.	Proactive approach to learning and professional development.	✓	
Personal Attributes/Values		Essential	Desirable
7.	Excellent communication and interpersonal skills.	✓	
8.	High attention to detail	✓	
9.	Able to work independently and as part of a team.	✓	
10.	Ability to manage multiple priorities and meet tight deadlines	✓	
11.	Diligent and proactive with a strong work ethic.	✓	
12.	Enthusiastic about working in the sports industry and contributing to the club's success.	✓	

Safeguarding Statement

Bristol Rovers Football Club is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Bristol Rovers Football Club is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

BRISTOL ROVERS FOOTBALL CLUB



Email Cover letter and CV recruitment@bristolrovers.co.uk

Closing Date of Applications:- November 1st, 2024

