



## JOB DESCRIPTION

Morecambe FC – HR Manager	
Department	Human Resources
Reports to	General Manager
Contract	Full Time, permanent
Location	Mazuma Stadium, Christie Way, Morecambe, LA4 4TB
Full terms of agreement	To be discussed upon successful application
Hours of work	37.5 Hours per week
Remuneration	Competitive
Holiday entitlement	20 days per annum, plus 8 bank holidays
Key internal relationships	General Manager, Academy Manager, Community Sports, Head of Departments
Purpose of the role	<p>To manage, develop and improve both our day to day and long term people agenda. 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 such queries are dealt with promptly and reliably.</p> <p>To advise on, develop and implement policies and processes to ensure the business employs, develops and retains a talented and motivated team of colleagues.</p>
Key Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• To establish and develop the role of HR Manager and implement a fully co-ordinated HR function.</li> <li>• Develop our HR processes (Recruitment, Inductions, Appraisals, Career Management and Disciplinary &amp; Grievance).</li> <li>• Develop, with line managers, HR planning strategies which consider immediate and long-term employment requirements.</li> <li>• Ensure job descriptions are kept up to date and consistent, create new job descriptions when necessary.</li> <li>• Providing advice and assistance on policies, procedures, legislation, and enterprise agreements. Updating all HR policies and handbooks to ensure these are in line with current legislation.</li> <li>• Work closely with all departments, assisting and supporting line managers to understand and implement these policies and procedures.</li> <li>• Managing the employee lifecycle from recruitment through to exit including all associated administration and letters.</li> <li>• Administration of new starters - offer letters, contracts, chasing references, onboarding programme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the Club’s HR software.</li> <li>• Implement systems for maintaining current and historic HR records.</li> <li>• Advise and actively support Hiring Managers to recruit employees – this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.</li> <li>• Managing the performance framework cycle supporting managers to have meaningful conversations with their team, including annual appraisals.</li> <li>• Deal with grievances and implement disciplinary procedures where appropriate.</li> <li>• HR Communication across the business.</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>• Assist Finance in payroll preparation by providing relevant data (pay rises, absences, bonus, leavers, etc.)</li> <li>• To develop and lead on implementing the Club’s Equality, Diversity &amp; Inclusion strategy</li> <li>• To adhere to a strict code of confidentiality of any information relating to Morecambe Football Club.</li> </ul>
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Morecambe FC

**PERSONAL SPECIFICATION**

		Essential	Desirable
<b>Knowledge &amp; Experience</b>			
	CIPD or equivalent qualification	✓	
	A minimum of 5 years Human Resources experience, preferably within a similar fast paced environment.	✓	
	Working knowledge of HR systems and experience of implementing HR systems.	✓	
	Strong working knowledge of employment law and current legislation and familiar with best practice on all Human Resource issues including redundancy, TUPE etc. Experienced in coaching managers through these processes and leading where necessary	✓	
	Experienced operator in establishing, enhancing and maintaining employee development and appraisal programmes. Able to guide and support decisions around resourcing, reporting structures and relationships.	✓	
<b>Personal Qualities &amp; Skills</b>			
	Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships	✓	
	Have a polite and courteous manner and a personable approach	✓	
	Energetic and forward thinking	✓	
	Can offer solutions to problems, using initiative and common sense	✓	
	Willing to work in high pressure situations	✓	
	Proficiency in all aspects of Microsoft Outlook, Excel and Word.	✓	
	Be organised and have good time management skills	✓	

	Ability to manage and communicate clearly and effectively with the team.	✓	
	Honest, reliable and trustworthy	✓	
<b>Safeguarding &amp; EDI</b>			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All Employees are subject to DBS checks prior to any offer of employment	✓	
	To behave in an inclusive and respectful way, representing the positive EDI values of the Club at all times	✓	
<b>Other</b>			
	A willingness to learn and develop as an individual through CPD	✓	
	Applicants must be over the age of 18	✓	

*The Employee must at all times carry out his/her responsibilities with due regard to Morecambe FC policies and procedures.*

*The Employee must act to protect all young people and vulnerable adults that are in their care, following the Club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.*

*The Employee must ensure a positive commitment towards equality and diversity 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 relations amongst employees, Employee and customers.*

*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.*