



Morecambe FC is actively seeking a new HR Manager to lead, manage, develop and improve both our day to day and long term people agenda.

This is an exciting opportunity for the right person to come into a positive and progressive environment and be able to make a vital impact on the Club's ongoing development.

This role will be permanent and full time, 37.5 hours per week, based at The Mazuma Stadium, Morecambe.

Opportunities for continued professional development will be provided for the successful candidate.

Summary:

Term: Permanent.

Salary: Competitive, commensurate to experience.

Closing date: 10am on Monday 27 February 2023

Interviews: w/c Monday 20 February 2023 & w/c Monday 27 February 2023

To apply: Please refer to the below Job Description and email a completed application form, along with a copy of your CV to bensadler@morecambefc.com.

Please also include details of your salary expectations for the role.

Please note – should we receive applications without a completed application form, these will be returned and not considered until the application form is received.

All suitable candidates will be subject to satisfactory references and due to the nature of the role, appropriate DBS background checks.



Morecambe FC - HR Manager

Department	Human Resources
Reports to	Chief Executive Officer
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	CEO, Director of Football Operations, Academy Manager, Community Sports, Head of Departments
Purpose of the role	<p>This is a hands-on role, requiring prompt and accurate work 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"> • To develop the role of HR Manager and implement a fully co-ordinated HR function. • Develop our HR processes (Recruitment, Inductions, Appraisals, Career Management and Disciplinary & Grievance). • Develop, with line managers, HR planning strategies which consider immediate and long-term employment requirements. • Ensure job descriptions, contracts and agreements are kept up to date and consistent, create new job descriptions when necessary. • 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. • Work closely with all departments, assisting and supporting line managers to understand and implement these policies and procedures. • Managing the employee lifecycle from recruitment through to exit including all associated administration and letters.

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- Administration of new starters - offer letters, contracts, chasing references, onboarding programme.
- Manage the Club's HR software.
- Implement systems for maintaining current and historic HR records.
- 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.
- Managing the performance framework cycle supporting managers to have meaningful conversations with their team, including annual appraisals.
- Deal with grievances and implement disciplinary procedures where appropriate.
- HR Communication across the business.
- Supporting with various capability investigations, including grievance and disciplinary
- Driving the business performance in relation to the organisation's objectives
- Supporting and advising on job or structure changes.
- Assist Finance in payroll preparation by providing relevant data (pay rises, absences, bonus, leavers, etc.)
- To develop and lead on implementing the Club's Equality, Diversity & Inclusion strategy
- To act as the Inclusion, Anti-Discrimination & Equality officer for the Club, ensuring that the Club's policies and procedures are in accordance with the EFL's requirements, and ensure that the EDI standards are met.
- To adhere to a strict code of confidentiality of any information relating to Morecambe Football Club.



PERSONAL SPECIFICATION

	Essential	Desirable
Knowledge & Experience		
CIPD or equivalent qualification	✓	
A minimum of 3 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	✓	
Proven operator in enhancing and maintaining employee development and appraisal programmes. Able to guide and support decisions around resourcing, reporting structures and relationships.		✓
Personal Qualities & Skills		
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	✓	
Confident, positive and happy speaking/interacting with people	✓	
Be organised and have good time management skills	✓	
Reliable and dependable at all times	✓	
Honest, reliable and trustworthy	✓	
Safeguarding		
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, with our safeguarding officer	✓	
To behave in an inclusive and respectful way, representing the positive EDI values of the Club at all times	✓	
Other		

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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.