**HR Manager**

**Department:** Watford FC Community Sports and Education Trust

**Reporting to:** Head of Governance and Support Services

**Hours:** Full Time 37.5 hours per week

**Salary:** £27,054 - £38,303

**Location:** Vicarage Road Stadium, Watford

**Contract Type:** Permanent

**Closing Date: Sunday 30th January 2022**

**Interview Date: Thursday 10th February 2022**

Our vision is to ‘improve lives, enhance communities’ and aim to ‘make a positive difference for all through sport, physical activity and learning’. We have developed a strong track record of delivering high quality community-based initiatives and services.

Our work focuses on three priority areas; Health & Wellbeing, Learning & Skills, and Social Inclusion, and these are all underpinned by our promise to deliver accessible opportunities.

**Your Role:**

This is a new role and presents an exciting opportunity for the right candidate to join our team. You will be the recognised point of contact for Trust HR matters and will provide a comprehensive HR service which ensures that all employees and volunteers are equipped with relevant policies, processes, practices, and systems to foster a high-performance culture.

You will play a key role in helping to evolve, implement and bring to life the Trust’s new People Strategy. You can expect the role to be hands-on and you will work closely with the senior leadership team to deliver the strategic objectives contained within the strategy, which will help drive and support organisational improvement.

**Your Roles and Responsibilities, but not limited to:**

* Work closely with all departments, assisting line managers to understand, review, advise and implement HR policies and procedures.
* Be responsible for all HR systems, management, and development.
* Lead the recruitment process for new staff members, working with recruiting managers to develop job adverts and profiles, advertising job adverts, anonymising application forms, shortlisting candidates, inviting successful candidates to interview, and supporting recruiting manager on interviews and inductions.
* Research, build evidence studies and implement recruitment changes to improve the diversity of the workforce linked to the FA diversity code, and Trust EDI action plan.
* Advise and implement any changes to improve safer recruitment with the support of the Safeguarding Manager.
* Manage and support the Training and Workforce Development Officer to lead on developing and evaluating high-quality learning and development opportunities for the Trust.

**You must have:**

* Minimum level 3 CIPD qualified or verified equivalent experience in a similar role.
* Proven track record as a HR generalist, preferably in a senior role.
* An understanding of HR legislation.
* Good IT skills using Microsoft packages.
* Experience of using HR Information Systems
* Recruitment and Selection experience
* Experience of designing and writing HR policies, procedures, offers and contracts of employment.
* Excellent communication and inter-personal skills.
* Ability to support and influence all stakeholders across the business
* The ability to manage pressure and conflicting demands, prioritise tasks and plan own workload to meet deadlines.
* Able to deal with sensitive and confidential matters in a professional manner.
* To have the confidence and ability to communicate with people at all levels and represent Club in a professional manner at all times.
* Strong organisational and time management skills are essential. The role requires a pro-active, thoughtful, and structured approach whilst being flexible and responsive to meet the changing demands of the business.
* Meticulous attention to detail.
* A team player who is passionate about what they do and takes pride in getting the best out of others.

**You ideally would have:**

* CIPD Qualified in Level 5
* Knowledge and experience around Equality, Diversity and Inclusion and Safeguarding
* An understanding of the operations of a charitable organisation.
* Knowledge and understanding of the relevant DBS checks to undertake on specific roles, and experience of conducting checks.

**Benefits in working for us:**

* Chance to join an award-winning charity and work alongside colleagues who are determined to utilise the positive power of sport, physical activity and learning for social good.
* Friendly working environment
* Employee Assistance Programme
* Investors in People accreditation
* Opportunity to benefit from a range of training and development opportunities
* Free gym usage at our two Community Centres
* Flexible working environment
* 25 days of Annual Leave entitlement plus bank holiday’s
* Trust pension scheme

**Equal Opportunities:**

We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives, and skills. The more wide-ranging we are, the better our work will be. We are committed to Safeguarding children and adults at risk. The necessary Disclosure and Barring Service check will apply to this post.

**Application process:**

1. If you would like to work for Watford FC CSE Trust as the HR Manager, download an application form located on the Watford FC Community Sport & Education Trust website via the following link: <https://www.watfordfccsetrust.com/support/vacancies/>
2. Please send completed application form and equal opportunities form to [trustrecruitment@watfordfc.com](mailto:trustrecruitment@watfordfc.com) If you receive the opportunity for an interview, copies of all relevant qualifications, and a copy of your proof of right to work in the UK will be needed on the day.
3. If you require any further information or wish to discuss the opportunity, please contact **Karen Stephanou at** [**Karen.stephanou@watfordfc.com**](mailto:Karen.stephanou@watfordfc.com)