



## Job Description

<b>Job title</b>	HR Coordinator	<b>Department / Location</b>	Human Resources
<b>Reporting line</b>	Operations Director	<b>No of direct reports</b>	None
<b>Purpose of role</b>	To be involved with the smooth running of day to day HR activities across all HTAFC sites		
<b>Key relationships</b>	<p>Internal – Operations Director and Executive PA, independent HR Consultant, The Foundation Company Secretary, Finance Assistant, Head of IT, and all staff members.</p> <p>External – Suppliers of HR services</p>		
<b>Overview</b>	A generalist role that encompasses assisting in all elements of the employee lifecycle.		
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• Act as an integral part of the HR Team providing focused service delivery against key objectives;</li> <li>• Use generalist HR knowledge and understanding of the policies and procedures to provide administrative support;</li> <li>• Provide an accurate, effective HR service across HTAFC, designing and implementing processes to make everyday tasks easier for people;</li> <li>• Assist with the recruitment and selection process up to appointment including documentation, pre-employment checks and assisting with interviews;</li> <li>• Onboarding – ensure all new starter documentation is validated, processed effectively and stored securely;</li> <li>• Assist with the induction process, including design and delivery;</li> <li>• Data management – create and maintain an HR database, ensuring that all employee data is processed securely, is stored in a systematic way and is reportable;</li> <li>• Employee relations – assist with all types of employee meetings and hearings;</li> <li>• Work with the wider HR team on improving processes, including the design and implementation;</li> <li>• Support the wider HR team on ad-hoc projects:</li> <li>• Manage the leaver process that will include exit interviews and trend analysis;</li> <li>• Metrics – using effectively stored data produce management information;</li> <li>• And any other reasonable management request</li> </ul>		

Behaviour	<ul style="list-style-type: none"> <li>• A personable, supportive, proactive advocate for HR;</li> <li>• To be trustworthy and adhere to the Club’s Code of Conduct and Ethics;</li> <li>• Adhere to protocol and respect confidentiality in all matters;</li> <li>• Display high standards of behaviour and appearance and encourage the same from others;</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people;</li> <li>• To be respectful of characteristics under the Equality Act 2010.</li> </ul>
Important Information	<p>Salary - £22,000 plus benefits</p> <p>Hours – 35 hours per week</p> <p>Contract – Six month fixed-term contract</p> <p>Huddersfield Town Associated Football Club (HTAFC) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If this role involves the supervision of and work with children and young people or vulnerable adults you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.</p> <p>HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate</p>

Accepted by:-

**NAME** ..... Date .....