



# Blackburn Rovers Football & Athletic Ltd

## Job Description

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| <b>Job title:</b>                      | HR Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Department:</b>                     | HR Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Based at:</b>                       | Ewood Park stadium, Blackburn, BB2 4JF. Flexibility regarding location may be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Reports to:</b>                     | Head of HR and Safeguarding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsible for:</b>                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Hours of work:</b>                  | 35 hours per week plus any additional hours necessary for the performance of duties. This may include occasional evening and weekend work when required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Contractual status:</b>             | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>1. Job purpose:</b>                 | To provide generalist HR support and advice to all staff as well as supporting the development and implementation of HR initiatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>2. Duties and responsibilities:</b> | <ul style="list-style-type: none"> <li>To be committed to ensuring the safeguarding and welfare of all staff, customers and clients of the Club;</li> <li>To be the Designated Safeguarding Officer for HR, raising awareness of safeguarding practices to create a culture of trust and inclusion;</li> <li>To provide day-to-day advice to line managers/employees regarding general HR related queries, requests, policies and procedures, escalating complex issues to the Head of HR &amp; Safeguarding;</li> <li>Coordinate the Club's safer recruitment, onboarding and off-boarding processes ensuring all paperwork is completed and recorded in a timely manner;</li> <li>To prepare job descriptions and post adverts in line with company procedures;</li> <li>To assist in the recruitment and interview processes for all roles across the business;</li> <li>Coordinate DBS checks, employment references and right to work in the UK documentation;</li> <li>Maintain accurate and up-to-date employee records, ensuring all HR documentation is complete, organised, and compliant with company policies;</li> <li>Ensure all HR system transactions and employee changes are processed accurately and within required deadlines;</li> <li>Assist and advise with employee relation matters including investigations, disciplinary and grievances when required;</li> <li>To monitor sickness absence management and recording, performance management and employee wellbeing activities;</li> <li>Liaise with the payroll department with regard to new starters, leavers and employment changes;</li> <li>Generate and maintain HR reports, dashboards, and management information from the HR system as required;</li> <li>Identify opportunities to improve HR administration processes and increase the efficiency, accuracy, and effectiveness of HR system usage;</li> <li>Assist in promoting and coordinating staff engagement initiatives including support with staff events;</li> </ul> |



EMPLOYER RECOGNITION SCHEME

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|                                    | <ul style="list-style-type: none"> <li>• Contribute to the development of HR policies and procedures;</li> <li>• To assist Heads of Departments in ensuring the Club complies with and maintains the EFL Equality, Diversity and Inclusion Code of Practice;</li> <li>• Provide support and assist the coordination of in-house training, or arrange and facilitate training for staff on all areas of inclusion, accessibility, equality, diversity and staff welfare on a frequent basis;</li> <li>• Assist in promoting a positive, inclusive and respectful working environment, ensuring staff are aware of relevant Club policies, procedures and sources of support; and</li> <li>• Any other duties as reasonably assigned by the Head of HR &amp; Safeguarding.</li> </ul> |
| <b>3. Skills required:</b>         | <ul style="list-style-type: none"> <li>• Good judgement and decision-making skills;</li> <li>• Excellent communication and people skills;</li> <li>• Good analytical skills;</li> <li>• Highly organised with attention to detail;</li> <li>• The ability to work independently and take initiative to achieve results;</li> <li>• The ability to deal with all information with discretion and confidentiality;</li> <li>• The ability to work flexibly to meet the needs of the business;</li> <li>• The ability to work within a fast-paced environment with tight deadlines; and</li> <li>• Good IT skills including Microsoft Word, Excel and Outlook.</li> </ul>                                                                                                              |
| <b>4. Knowledge required:</b>      | <ul style="list-style-type: none"> <li>• Excellent knowledge of Human Resources practices;</li> <li>• Good knowledge of safeguarding practices and procedures;</li> <li>• Good knowledge and understanding of UK employment law;</li> <li>• Knowledge of Data Protection and confidentiality;</li> <li>• Experience of understanding access and equality, diversity and inclusion in football including the Equality Act 2010; and</li> <li>• Excellent knowledge of EDI practices and the ability to create an inclusive environment.</li> </ul>                                                                                                                                                                                                                                   |
| <b>5. Qualifications required:</b> | <ul style="list-style-type: none"> <li>• CIPD Level 5 (or willingness to work towards); and</li> <li>• FA Safeguarding (desirable).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DBS check required:</b>         | Yes (enhanced)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

### How to Apply

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **5pm on Tuesday 25<sup>th</sup> August 2026**. To apply, please submit your application through the EFL I-Recruit platform [HERE](#)

CV's will not be accepted.



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### **Equality and Diversity**

*Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.*

### **Safer Recruitment**

*Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.*



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