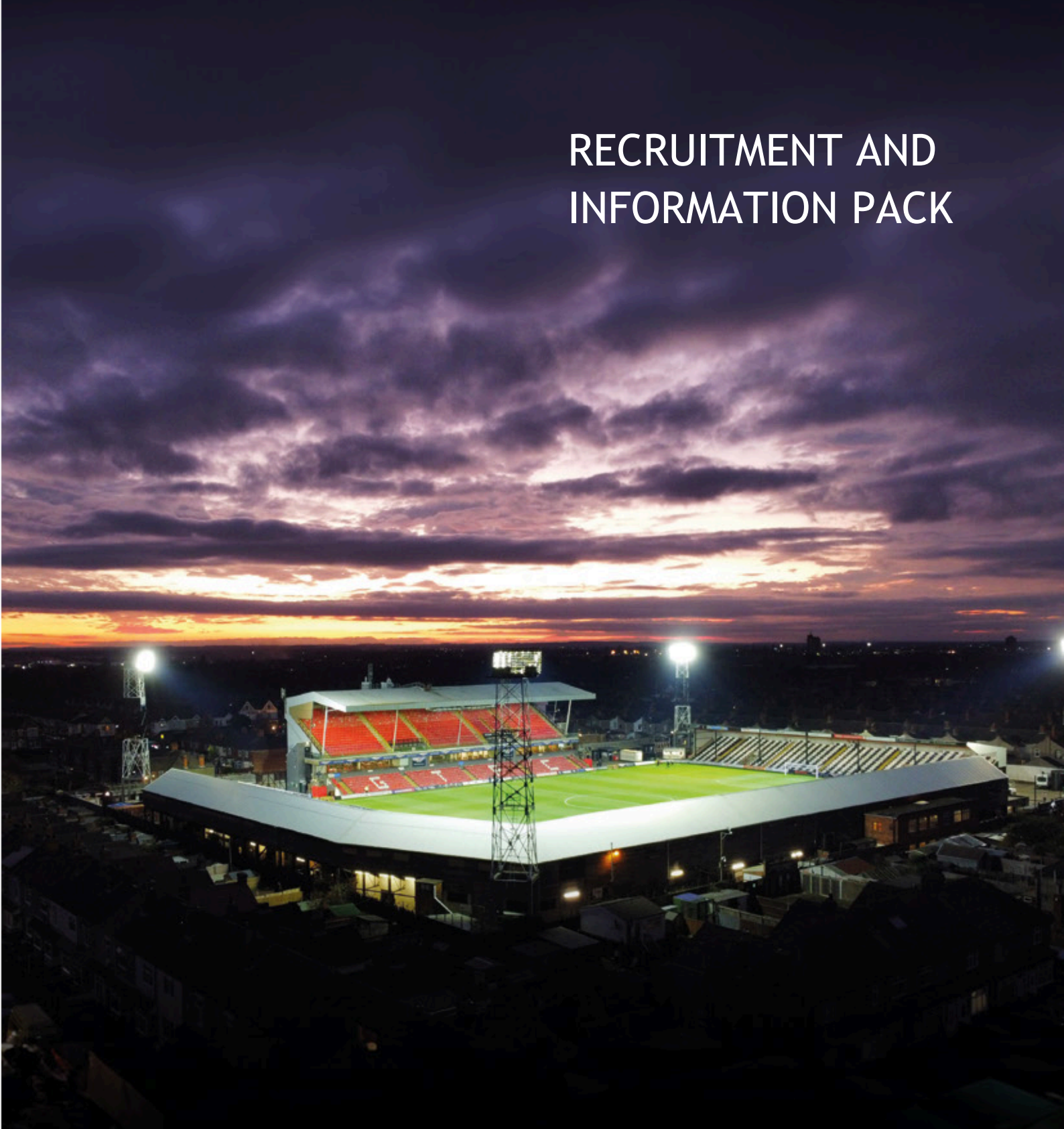


# RECRUITMENT AND INFORMATION PACK



HR Officer  
Job Advert



# ABOUT US

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**Grimsby Town Football Club is an English football club based in the seaside town of Cleethorpes, North East Lincolnshire.**

Founded in 1878 as Grimsby Pelham, the Club was renamed Grimsby Town a year later and went on to become Lincolnshire's leading football club, spending many years in the top two divisions and twice reaching the semi-final of the FA Cup.

The Club is owned by 1878 Partners Ltd, and since their takeover in 2021, they have made it their mission for there to be a real tangible connection between fans and the Club.

Along with a long-established Men's First Team who play in the EFL Sky Bet League Two, the Club also has an academy known for developing talent, a Women's First Team who compete in Division One North and the Grimsby Town Foundation, which last year delivered a charitable spend of over £4m.

Grimsby Town Foundation traces its roots back to 1986. Its primary mission is to foster a strong connection between the football club and the local community, particularly by engaging with young people, using the strength of the club badge.

The Foundation's programmes are in a constant state of evolution, driven by the ambition to become a well-established, forward-thinking, and self-sustaining initiative that extends its reach throughout the communities in North-East Lincolnshire and Lincolnshire.

The next chapter of Grimsby Town Football Club is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team.



## WHO WE ARE

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We don't just work for Grimsby Town Football Club – we are Grimsby Town Football Club. It's a remarkable story that began in 1878 and has continued uninterrupted ever since.

There is nothing bigger and nothing more powerful in uniting so many people – through purpose, passion and pride – than a football club. It's people's identity. It's their family; their heritage. It's where they belong. This is something that cannot be undone. The bond, ties and loyalty are forever. And by being here, we are part of the story.

This is no ordinary job. This is an extraordinary opportunity. We are more than staff, players, managers, coaches, analysts, physios, stewards, and volunteers. We are friends, supporters, promoters, entertainers, role models and, in some cases, idols and legends. But we cannot be any of these things without each other.

None of us is bigger than all of us. Every day, we strive for better. We are a football club, but we're at the heart of something much bigger. A club formed from its community now has the power to define its community. We are today's authors of this black and white story.

This moment has been 146 years in the making. And the next chapter is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team, and this is where you come in.

## JOB PURPOSE

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Reporting into the Head of Football Administration, you will oversee the day-to-day management of our people.

Working across GTFC, the Academy and the Foundation, you will manage the whole employee lifecycle from recruitment, onboarding, employee development to improving performance and advising managers on employee issues. You will be involved in anything people related ensuring queries are dealt with promptly and reliably.

This is a truly generalist role where every day will be different.



# MAIN ROLES & RESPONSIBILITIES

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## Core duties

- Embed the Club values throughout the Club, Foundation and Academy
- Manage the employee lifecycle from recruitment through to exit including all associated administration, processes and letters
- Manage recruitment campaigns, arranging interviews, liaising with candidates / agencies, conducting interviews, advising interviewers, developing best practice recruitment processes
- Manage Employee Satisfaction Surveys and respond to staff input including engagement around major decisions/changes taken
- Manage the salary review process and undertake Gender Pay Gap reporting
- Support the Equality Code of Practice, emphasising diversity, equity and inclusion
- Administration of new starters - offer letters, contracts, chasing references and managing an engaging onboarding programme
- Ensure policies are reviewed and updated as required and available internally and externally where required
- Drive the performance framework cycle supporting managers and team members to have meaningful conversations about personal development and growth
- Identify and co-ordinate development programmes to support staff CPD
- Provide assistance on policies, procedures, legislation, and enterprise agreements. Update all HR policies, processes and contracts and ensure these are in line with current legislation.
- Support the Club's social and environmental performance as measured by the Club's ESG dashboard on a quarterly basis
- Support succession planning and talent development
- Manage employee relations issues and support managers to get the best possible outcome
- Manage our HR platforms to ensure all information is kept updated with starters/leavers, personal information, time management etc
- Monitor key people metrics, such as turnover, retention rates, cost per hire, absence and using this insight to make recommendations for improvement and progress
- Explore opportunities to expand the workforce i.e. with students/placements/apprenticeships etc

## Administrative support

- Manage the day-to-day aspects of the CEO's diary including organising both internal and external meetings, booking travel and accommodation where necessary
- Support the CEO with administration including preparing presentations and reports as required
- Administer Board and Committee meetings including agenda and document preparation, note taking and circulation

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in consultation in the light of the changing business needs.





# KNOWLEDGE & EXPERIENCE

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To be able to deliver this role, there are skills and experiences we are looking for. We'd want you as a minimum to have experience:

- In a HR team or stand-alone HR role
- Delivering recruitment, selection and other parts of the employee life cycle
- Interpreting, advising and implementing people policies and processes
- Using HR information systems including accessing, inputting, and compiling data
- Navigating employee relations challenges
- A sound knowledge of employment law, HR policies, procedures and best practice
- A level 3 or 5 CIPD qualification

Additionally, we are looking for someone that can:

- Effectively organise their workday to manage multiple tasks without letting things slip, often to tight deadlines
- Pay attention to detail and check for accuracy and quality of work
- Adapt quickly, be flexible in the face of change and solution orientated
- Communicate (both verbally and through written forms) concisely, assertively and effectively with various professional disciplines and at all levels in an organisation
- Work as a team to get the best outcome
- Be proactive to spot what needs doing and act on it
- Look ahead and drive engagement to continue to build on a positive culture
- Build relationships across all parts of the Club to get engagement in the people agenda
- Build confidence in others through a self-assured and proactive approach
- Have ambition to grow with the Club, take on extra responsibility and continually develop

As we work with young people you will also be subject to a DBS check and have due regard for safeguarding and child protection policies, including the welfare of children and young people.

# CLUB VISIONS & VALUES

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All employees are expected to operate within and always demonstrate a commitment to the Club's values:

- Proud to be GTFC: it is a privilege to wear the badge and we do it with pride
- Trust in Town: we rely and depend on each other to do our best
- Stand up for the Mariners: we show courage and positivity in the face of new challenges
- One of Our Own: we treat each other like family
- Always Improving: we raise the standards in everything we do







# **B CORPORATION**

Grimsby Town Football Club is currently working towards B Corp Certification. B Corp Certification is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials. To achieve certification, a company must:

- Demonstrate high social and environmental performance by achieving a B Impact Assessment score of 80
- Make a legal commitment by changing their corporate governance structure to be accountable to all stakeholders, not just shareholders, and achieve benefit corporation status
- Exhibit transparency by allowing information about their performance measured against B Lab's standards to be publicly available on their B Corp profile on B Lab's website

B Corp Certification is holistic, not exclusively focused on a single social or environmental issue. And the process to achieve and maintain certification is rigorous and requires engaging teams and departments across the whole organisation. All employees are expected to commit to the journey of achieving B Corporation Status.

# **SAFEGUARDING STATEMENT**

Grimsby Town Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment. This post requires an Enhanced Disclosure and Barring Service Check (DBS) as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and/or documents will be distributed as part of the recruitment process.

# **EQUALITY, DIVERSITY AND INCLUSION**

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards Equality, Diversity and Inclusion 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 relationships between all internal and external stakeholders.





# EMPLOYEE BENEFITS

£30,000 - £34,000 salary

28 days annual leave inclusive of bank/ public holidays

Relocation expenses if required

Company pension scheme

Staff social activities

Inclusive and welcoming environment - equality, diversity, and inclusion priorities are embedded throughout the organisation

Support for health and wellbeing, including access to occupational health support and confidential counselling

Discount in the Grimsby Town Football Club shop

Discounted Grimsby Town Football Club League fixture tickets

Interested? For further information and to submit an application please visit [gtfc.co.uk/category/vacancies](https://gtfc.co.uk/category/vacancies)

1. The deadline is midnight on Sunday 20th October
2. Initial interviews to be held week commencing 4th November
3. Final interviews to be held week commencing 18th November

Please note we reserve the right to close the vacancy earlier than scheduled if a sufficient number of applications are received.

Grimsby Town is an equal opportunities employer and aims to ensure all applicants are treated fairly and equitably regardless of gender, race, colour, ethnicity, age, disability, social economic background, religious or political beliefs, marital status, maternity or paternity or sexual orientation.



North East Lincolnshire is a great place to live and bring up a family. There are a number of beautiful locations in and around the area of Grimsby and Cleethorpes which are ideal places to live, and our house prices are among some of the most affordable in the country. We are also on the doorstep of the Lincolnshire Wolds - an area of outstanding natural beauty.

Grimsby is at the centre of one of the biggest renewable energy booms in the whole of Europe, resulting in a growth of retail, hospitality and leisure facilities across North East Lincolnshire. Cleethorpes is blessed with one of the longest and naturally beautiful beaches and the town has great events that attract visitors from all over the country, including carnivals, air displays, street markets and other cultural events.

The location also has great transport links with two train stations, an international airport less than 20 miles away, and being less than an hour away from Hull, Lincoln and Doncaster.

**North East Lincolnshire is a truly wonderful place to live and work.**



Blundell Park  
Cleethorpes  
DN35 7PY  
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