



JOB DESCRIPTION			
Job title:	HR Manager	Contractual status:	Permanent
Hours of work:	Full time: 35 hours per week, Monday to Friday 9am – 5pm.	Salary:	Competitive
Location:	<ul style="list-style-type: none"> Turf Moor, Harry Potts Way, Burnley, BB10 4BX. All BFCitC facilities. 	Reporting to:	<ul style="list-style-type: none"> Head of HR (BFC) Head of Governance and Operations (BFCitC)

Job Summary:
Manage and direct the routine functions of the Human Resources (HR) department ensuring that the Charity remains compliant at all times.
Roles and Responsibilities:
<p>HR function</p> <ul style="list-style-type: none"> Provide first line advice on current and existing benefits for employees and managers. Collaborate with other managers in the business, to ensure the smooth running of the charity from a people perspective. Work with the Head of HR to continuously review and develop HR policy and procedures to drive performance and mitigate disputes. Ensure that all HR policies and processes are implemented and followed. Handle employment relations issues. Liaise with team leaders to ensure all staff meetings, appraisals, sickness and absence is appropriately reported and recorded. Administer payroll and payroll records and keep accounts apprised of any changes. Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation. Apply HR and business knowledge evidencing appropriate decision making skills. Issue, update, review all full-time, part-time, fixed-term and sessional contracts. Produce all HR-related documentation. Record and analyse confidential information, liaising with Senior Management as and when appropriate. Line manage one HR Officer. Work closely with the Safeguarding team to ensure all members of staff have completed their Enhanced DBS check. Support with HR matters relating to Equality and Safeguarding. Ensure the policy matrix is up to date and reviewed annually. <p>Recruitment</p> <ul style="list-style-type: none"> Oversee the recruitment and selection process and administration of all in coming and exiting employees – this will include writing job descriptions and preparing interview questions and application forms etc. Carry out new starter inductions. <p>Learning and Development</p> <ul style="list-style-type: none"> Work with the Head of HR to implement learning and development policy. Coordinate internal training programmes.



General

- To understand and implement the Charity's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- To be able to work flexible hours where the role of the job requires.
To work towards agreed Key Performance Indicators (KPIs).
- Comply with all Charity policies.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- A commitment to equality and diversity in the workplace.
- Willingness to attend training courses to enhance own professional development.
- Always demonstrate the Charity's values.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> CIPD Level 5 in Human Resource Management or equivalent CIPD qualification. 	
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Proven HR generalist experience of three years. Strong recruitment and selection experience. Exceptional organisational and communication skills. A solid understanding of the key principles of employment law. Time management skills to be able to plan and regulate workload including the ability to prioritise demands and work in a fast-paced environment. Excellent IT skills. 	<ul style="list-style-type: none"> Strong leadership skills to guide an HR team and support and motivate staff. Experience of working in a charity. Experience of working on HRIS systems. Experience of developing wellbeing strategies. Experience of operating in a multi-site business.
PERSONAL QUALITIES	<ul style="list-style-type: none"> An ability to maintain confidentiality and act with discretion and diplomacy is crucial. The ability to remain calm in stressful situations including during disciplinary hearings or staff conflicts. Highly motivated, determined, and conscientious. A friendly, positive 'can do' and courteous attitude. Open minded, fair and displays no judgment when working with others. Ability to work within a team and foster good working relationships. Willingness to have a full DBS check. A commitment to the aims, vision, and values of Burnley FC in the Community. Enthusiasm, energy, and resilience. Flexible, helpful, and responsive. 	<ul style="list-style-type: none"> Access to transport for work purposes and to travel to locations throughout the local area. A positive attitude towards professional development and their own learning. A passion for the community and making a difference.