



## HR Coordinator

**Location:** The Valley, South East London

**Salary:** Circa £28,000 per annum

**Hours:** Full time, 40 hours per week

**To Apply:** [Job Openings \(peoplehr.net\)](https://peoplehr.net)

### About us:

Charlton Athletic Football Club is an English professional association football club based in Charlton, south-east London. The club was founded on June 9<sup>th</sup>, 1905 and has a very storied history from rising to the top-flight of English Football in the 1930s (First Division) and again in the 1980s, 1990s and 2000s, to winning the FA Cup in 1947 and to leaving their Valley home in the mid-1980s only to make an impassioned return in 1992. Historically, the women's team played under Charlton Athletic from 2000 to 2007 but were released to become an independently run team in 2007 following the men's team's relegation from the Premier League.

The women's team were originally formed as a non-professional team in 1991 and were highly successful in the early 2000s winning The FA Cup, the League Cup, and the Charity Shield, as well as coming runners-up in the top division in multiple seasons. In February 2021, the club acquired the Charlton Athletic Women's team, turning the team full-time professional, and integrating them to become one club again.

Currently, our men's first team competes in League One, the third tier of English football, and our women's team competes in the Women's Championship, the second highest division of women's football in England. At Charlton, we are 'one club' and can be truly described as a 'family club'.

The HR Coordinator, you will support the HR Manager to lead on the critical work of the HR function within the Club. You'll be a role model of delivering exceptional customer service to ensure our people's needs are met with a can-do, solution focused attitude. You will interpret and best support our employees by understanding our HR policies, procedures and process and have confidence to communicate to all different levels.

Your proven HR experience in administration and HR processes, along with your employment law knowledge including right to work, GDPR, safeguarding and systems will be a valuable asset to the team.

### Key Responsibilities

- Assisting with day-to-day operations of the HR functions and duties;
- Provide administrative support to the HR Manager and wider team;
- Compile and update employee records (hard and soft copies);

- Process documentation and prepare reports relating to HR activities (staffing, recruitment, training, grievances, performance management etc.);
- Deal with employee queries when they arise and understanding the escalation process;
- Assist in payroll preparation by providing relevant data (absences, bonus, leavers, etc.);
- Recruitment administration, including posting adverts, working with Hiring Managers, liaising with candidates where appropriate and supporting with arranging interviews etc.;
- Conduct new starters inductions;
- Prepare all onboarding and offboarding paperwork and inform appropriate departments;
- Arrange exit interviews;
- With guidance, review the Company policies and procedures contained within the employee handbook on a regular basis to ensure compliance with current legislation;
- Deal with all speculative approaches concerning work experience/placements/ internships adhering to the Company policy;
- Administration of staff benefits;
- Assist the HR Manager with duties appropriate to the position.

### **About You**

- Previous experience with all aspects of HR policy and processes including recruitment advertising, onboarding, references, and the end-to-end employee life cycle.
- Experience working in a fast-paced dynamic organisation.
- Experience of delivering exceptional customer service, providing advice and guidance to line managers and supporting employees, and actively seeking solutions to support the organisation.
- Working knowledge of HR systems. Experience of implementing HR systems would be an advantage.
- Experience updating and maintain all HR related data.
- Excellent organisational skills with the ability to manage competing demands, whilst delivering to tight timelines and paying attention to detail

### **What will you get from us?**

We can offer you a fantastic opportunity to work in a face paced, ambitious dynamic Football Club. In addition we offer you the follow benefits.

- Private Healthcare
- Mediacash cash back plan
- Employee Assistance program
- 5% discount in the Club Superstore
- Contributory pension scheme

### **Safeguarding**

Charlton Athletic Football club are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We endeavour to provide a fun, safe and welcoming environment where children and young people feel respected and valued.