



HR Assistant

Location: Trent Bridge Nottingham, NG2 6AG

Salary: £25,000 - £27,500 Dependant on experience

Job Type: Full-Time 35 hours per week – Permanent Contract

Nottinghamshire County Cricket Club is looking to recruit a HR Assistant to join its team at Trent Bridge.

The successful candidate will work with the HR Manager and be responsible for the employment lifecycle of our permanent and seasonal workforce to ensure the club's staffing requirements and training needs are met.

This is a challenging, multifaceted role that requires strong interpersonal and organisational skills. Its primary function is to ensure we attract strong candidates and retain and develop our existing workforce to enable our employees to thrive, grow and perform to their very best.

As HR Assistant you will be responsible for assisting with the club's recruitment process through various stages to induction, including issuing all employment correspondence and documentation.

You will be responsible for liaising with relevant departments ahead of and during the season to ensure seasonal workforce and volunteers are recruited, trained and inducted and rostered.

You should have the ability to work collaboratively and communicate with people at all levels. Strong organisational, IT and administration skills are essential.

Please see below for the Role Profile and Person Specification for the role.

If you would like to join us at Trent Bridge, please send your CV and covering letter, including details of your current salary to:

**The HR Department
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG**

or email your application to: Recruitment@trentbridge.co.uk

Closing date for receipt of applications will be: **17.00pm Friday 13th June 2025**



Interview dates: **18th June and 20th June 2025**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

Candidates must be eligible to work in the UK and provide documentation to support this.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect the same commitment from all staff and volunteers.

We are an equal opportunity employer. we celebrate diversity and are committed to building an inclusive environment for all employees. when submitting your details, please let us know if you require any support or reasonable adjustments during the interview process