

TRENT BRIDGE
EST. 1838

CANDIDATE BRIEF

.....

HR ASSISTANT

JUNE 2025





AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB

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We are Trent Bridge, a cricket ground of global repute first established in 1838.

We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team, our restaurant and our lauded community programmes.

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.

Thank you for your interest in this role.

NOTTINGHAMSHIRE COUNTY CRICKET CLUB

ROLE PROFILE

Job Title: HR Assistant

Reporting to: HR Manager

1. RELEVANT GENERAL OBJECTIVES
(Source: 2021-2025 Strategic Plan)

Create a culture of winning teams that provides sustained success for Nottinghamshire and England. Innovating across all departments to create success through delivering the best playing, partner, member and supporter experiences in cricket. Attracting, inspiring and retaining the best people by creating a playing and working environment that is enjoyable, challenging and fulfilling

2. SPECIFIC ROLE PROFILE

The role will work closely with the HR Manager supporting employees with all stages of the employment lifecycle from recruitment to offboarding.

- Co-ordinate the club's recruitment process by developing and delivering recruitment campaigns from initial approval through various stages to induction including:
 - planning and implementation
 - selection processes and interviewing
 - draft adverts, creating/updating role profiles
 - design recruitment assessment activities
 - arrange and facilitate interviews
 - feedback to candidates in a timely manner
 - conduct employment reference and right to work checks
 - conduct the induction programmes for all new starters
- Produce and issue all employment correspondence and documentation for the club including temporary and permanent contracts and all casual worker agreements
- Support HR Manager with all aspects of employee relations issues, minute taking where required
- Support HR Manager with the Learning and Development of staff
- Liaise with payroll to ensure relevant HR information is communicated in a timely manner, including leavers, starters and absence report on a monthly basis
- Support HR Manager with all aspects of the appraisal process ensuring that the process is conducted on a quarterly basis. Ensure work programmes are reviewed quarterly, updated and any agreed actions are implemented
- Finalise leavers paperwork and assist with exit interviews

- Responsible for recruitment and induction of seasonal Food and Beverage Assistants and liaising with relevant departments ahead of and during the season to ensure seasonal workforce are rostered and checked in for match days
- Liaise with our external legal advisers as and when required.
- Support Heritage Department & Community & Development with recruitment and induction of volunteers

GENERAL RESPONSIBILITIES

- Provide administrative support to the HR Manager
- Responsible for administration of employee benefit schemes
- Maintain personal files and HR systems (BrightHR and Hireful) ensuring accuracy at all times
- Any other duties laid down from time to time consistent with the grading of the post

3. KEY PERFORMANCE INDICATORS

- Discussed and set with Line Manager as part of the club's appraisal process

EQUITY, DIVERSITY AND INCLUSION

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the club's behalf are required to adhere to this policy when undertaking their duties or when representing the club in any other guise.

SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in cricket have a safe, positive and fun experience, whatever their level of involvement.

HR ASSISTANT PERSON SPECIFICATION

Department: HR

	Essential	Desirable
Experience	<p>Experience of IT systems (particularly Microsoft packages – Word, Excel, Outlook)</p> <p>Experience of dealing with senior and challenging individuals</p> <p>Proven experience in supporting/handling employee relations issues, such as disciplinary actions, grievances, absence management</p>	<p>Experience of utilising and interpreting data</p> <p>Demonstrated experience in managing and responding to safeguarding issues</p>
Knowledge	<p>Knowledge of IT systems and intra / internet including creating databases and use of web-based tools</p> <p>Strong understanding of employment law</p>	
Skills	<p>Excellent IT and keyboard skills</p> <p>Ability to communicate effectively with management and other departments</p> <p>Strong organisational skills</p> <p>Ability to prioritise workloads</p> <p>Excellent time management skills</p>	
Qualifications	<p>Bachelors' degree</p> <p>+2 years post qualified experience</p> <p>CIPD accredited qualification (or equivalent)</p>	<p>Additional awards or certificates gained in the HR field (CPD)</p>
Qualities & Attitude	<p>A professional and commercial approach to training, with the ability to deliver high employee satisfaction</p> <p>Ability to work without supervision</p>	

	Ability to work within a team and build strong working relationships with team members and partners at all levels	
Other	Presentable and professional outlook	Ability to work some flexible hours

HOW TO APPLY

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

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

**or email the HR Department at
Recruitment@trentbridge.co.uk**

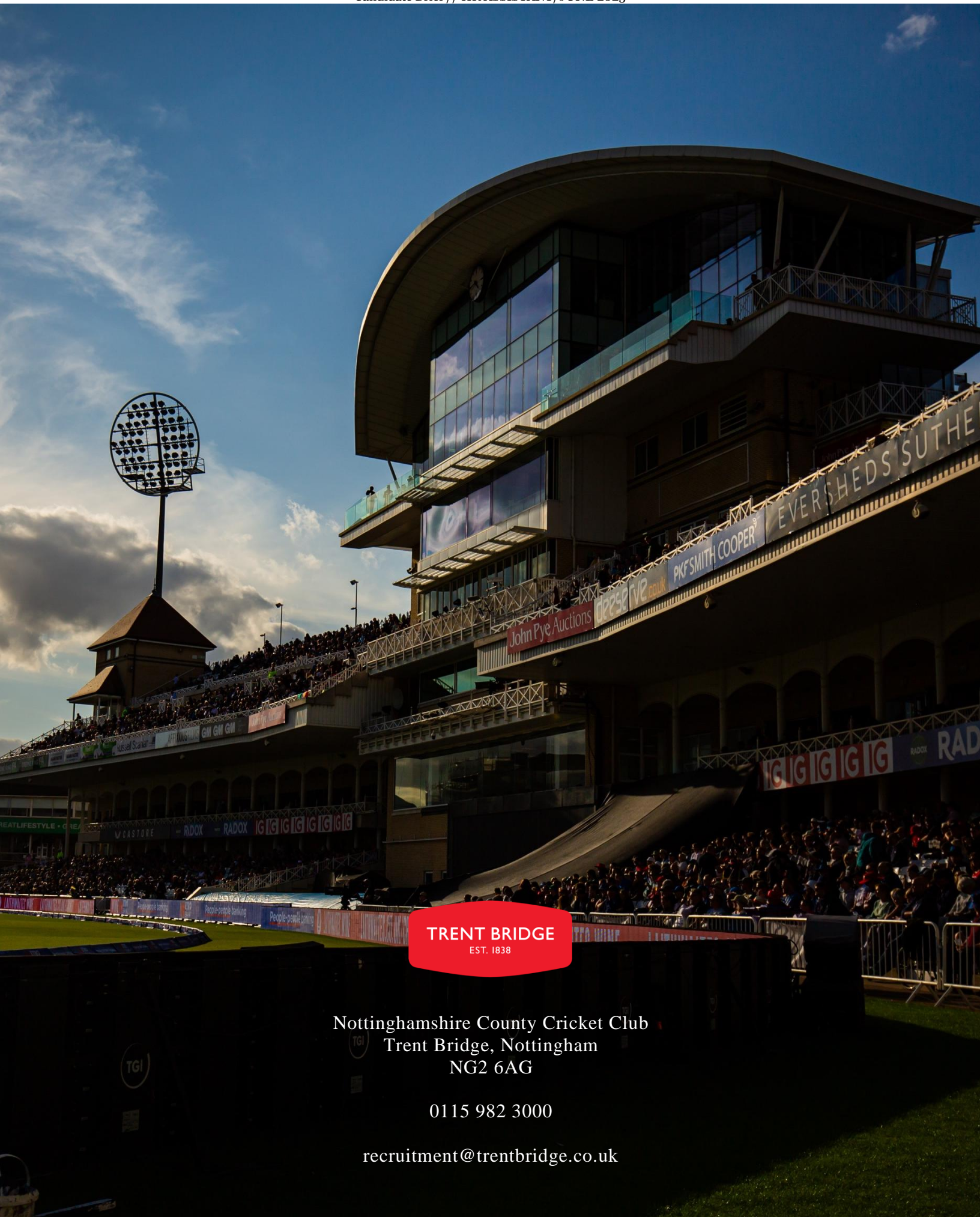
Closing date for receipt of applications will be
17.00pm Friday 13th June 2025

Interview Date: **18th 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

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



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Nottinghamshire County Cricket Club
Trent Bridge, Nottingham
NG2 6AG

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