



**Nottinghamshire County Cricket Club
is looking to recruit a Staffing & Training Coordinator
to join its team at Trent Bridge.**

The successful candidate will work with the HR Manager and be responsible for the recruitment, induction and training 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 Staffing and Training Coordinator 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, inducted and rostered.

You will implement club-wide training programmes and assist the HR Manager in conducting club-wide training needs assessments to identify skills or knowledge gaps that need to be addressed.

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 Manager
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham NG2 6AG**

**or email your application to the HR Manager at
Recruitment@nottsccc.co.uk**

Candidates must be eligible to work in the UK
No agencies please

Deadline for receipt of applications: 7th January 2022

ROLE PROFILE

Job Title: **Staffing and Training Coordinator**

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 in the recruitment, induction and training of our permanent and seasonal workforce to ensure the Clubs staffing requirements and training needs are met.

Staffing:

- Assist with the Club's recruitment process from initial approval through various stages to induction
- Liaise with payroll to ensure relevant HR information is communicated in a timely manner
- Produce and issue all employment correspondence and documentation for the Club including temporary and permanent contracts and all casual worker agreements
- Develop and deliver recruitment campaigns, 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
- Responsible for liaising with relevant departments ahead of and during the season to ensure seasonal workforce are rostered and checked in for match days
- Liaise with the Heritage Officer to recruit, induct and retain the heritage volunteers
- Liaise with Community & Development Manager to recruit, train and co-ordinate match day volunteers for T20 and International matches
- Provide learning outcomes and training for Managers on recruitment best practice

Training:

- Responsible for managing, designing, developing, coordinating and conducting companywide training programs
- Assist the HR Manager in conducting club-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Communicate with Managers to identify training needs and mapping out development plans for teams and individuals
- Choose appropriate training methods per case (virtual, simulated, mentoring, on the job training, professional development classes, etc)
- Gather information from management, employees and other departments regarding the effectiveness of completed training courses and constantly seek to improve

GENERAL RESPONSIBILITIES

- Provide administrative support to the HR Manager
- Responsible for administration of employee benefit schemes
- Maintain personal files and HR system 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

PERSON SPECIFICATION

	Essential	Desirable
Experience	Experience of implementing companywide training plans Experience of IT systems (particularly Microsoft packages – Word, Excel, Outlook) Experience of dealing with senior and challenging individuals Proven experience of staffing coordination Hands on experience of hiring and onboarding process	Experience of utilising and interpreting data
Knowledge	Knowledge of IT systems and intra / internet including creating databases and use of web-based tools Strong understanding of employment law Knowledge of training methods & techniques	
Skills	Ability to develop and deliver in-house training Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate) Excellent IT and keyboard skills Ability to communicate	

	<p>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>	Additional awards or certificates gained in the HR field (CPD)
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> <p>Ability to work within a team and build strong working relationships with team members and partners at all levels</p>	
Other	Presentable and professional outlook	Ability to work some flexible hours