

About us

We are a sport consultancy and education and training provider and have been working in the sector for 19 years. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience.

Our aim is to lead the sport and physical activity sector by *inspiring, creating and delivering opportunities that meet individual and organisational aspirations*. We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

- *Deliver high quality products and services.*
- *Develop solutions that drive change and maximise impact.*
- *Provide accessible learning and development opportunities.*

We hold our values very highly in reflecting how we operate:

- **Passion:**
- **Integrity:**
- **Excellence**
- **Togetherness:**

Collectively, we have a staff team of 28 people.

Job summary

We are seeking a Human Resources (HR) Manager to join our team who can advocate and embed our values in their practice. The successful applicant will provide proactive advice, guidance and coaching to influence and support our operations to meet our strategic objectives.

The Human Resources oversee the smooth running of our office in Edgbaston and will provide leadership with all general HR matters including training and development, staff wellbeing, job evaluation, recruitment, payroll, compliance and employment relation matters.

Job title:	Human Resources Manager
Salary:	£25,000 - £28,000 per annum, pro rata (depending on experience)
Hours of working:	Part time, 21 hours per week. We have a flexible approach to working, balanced with business need.
Persons responsible to:	Managing Director
Persons responsible for:	Finance and Business Support Officer
Location:	Working from the office in Edgbaston, Birmingham at least one day a week.
Special conditions:	Casual car user allowance for business travel only. Attendance at meetings/events may be required outside of normal office hours
Job closing date:	Wednesday 5 th October at 12pm
Interview date:	Wk commencing 10 th October

Duties and responsibilities:

1. To lead the Human Resources activity within the two companies, to be the first point of contact for all staff queries, providing confidential advice on a broad range of HR issues.
2. To take responsibility for the regular development and review of company HR policies, procedures and processes, updating guidelines and communicating with employees when appropriate.
3. To update the staff handbook, developing relevant policies and working closely with our apprenticeships team to ensure compliance as a funded training provider.
4. To oversee the coordination of the staff appraisal and progress meeting process, communicating with staff and obtaining records as appropriate.
5. To manage the recruitment, onboarding and exit processes of staff including advertising, contractual agreements, training, induction and exit procedures.
6. To ensure all employment matters are dealt with promptly, appropriately and confidentially ensuring fairness and equity to all, dealing with any grievances, performance management, appeals and disciplinaries.
7. To be responsible for maintaining the Staff Central Record system and ensuring accurate records are kept of all employment relation issues.

8. To lead the coordination and implementation of a staff development programme, working closely with the internal staff training group.
9. To work with our accountants, recording and submitting monthly payroll additions, changes and deletions, key information and timings.
10. To provide monthly HR reports and feedback to the Directors and Senior Leadership Team
11. To support and advise on legal, employment and Health and Safety compliance, ensuring our operational processes are fit for purpose.
12. To line manage the Finance and Business Support Officer and provide training to Managers and other staff on HR practice.
13. To nurture a positive working environment to support the health and well-being of staff, both salaried and associates.
14. Coordinate and oversee the smooth running of the Edgbaston office, supervision of staff and office rota.
15. Greet visitors and oversee the first day induction of new starters.
16. Manage supplier contracts, maintain office resources and supplies, including incoming mail and deliveries.
17. To undertake appropriate training and development opportunities
18. To promote equality, diversity, and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
19. To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
20. To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holder's salary, grade, abilities, and aptitude.

Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you will have passion and a commitment to getting things done while always placing the ‘customer’ at the center of everything you do. Above all you must demonstrate the following qualities, skills, and experience:

	Experience	Essential (E) Desirable (D)	Assessment method
1.	GCSE or equivalent standard in Maths and English (Grade C or above)	E	AP/I
2.	Graduate in CIPD or evidence of good progress with an existing award (or recognised equivalent in HR) or willingness to work towards relevant qualification	E	AP/I
3.	Experience of working in a generalist HR environment	E	AP/I
4.	Practical experience of participating in procedural meetings and in advising on HR issues	E	AP/I
5.	Experience in working in small or medium sized business	D	AP/I
6.	Experience in the implementation of staff development programmes including training and mentoring	E	AP/I
Skills & Abilities			
7.	Excellent planning, time management and organisational skills with ability to multitask and organise others	E	AP/I
8.	Ability to manage and influence managers to develop best practice and personal performance	E	AP/I
9.	Ability to use a diplomatic, professional approach and confidential attitude to all aspects of the position	E	AP/I
10.	Excellent interpersonal skills, with the ability to communicate effectively and build rapport with others	E	AP/I
11.	Ability to produce accurate and written material, with good attention to detail	E	AP/I
12.	Ability to work with numerical information, plus analytical, problem-solving skills and project management ability	E	AP/I
13.	Proficient working with a range IT systems and software packages such as Microsoft Office	E	AP/I
14.	Ability to work in an empathetic way with managers who are working at pace and under pressure. pace	E	AP/I
Knowledge & Understanding			
15.	Knowledge of current employment legislation	E	AP/I
16.	Knowledge of best practice in specific HR areas (i.e. recruitment & selection, absence management, performance management, disciplinary and grievance, etc.)	E	AP/I
Key	AP – Application form, I – Interview		

The interview panel will determine the priorities of the elements of the person specification. We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and

welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

Our offices are based in Edgbaston and we offer a professional, friendly, and supportive environment. As a company, we have a flexible approach to working to support our staff and their personal circumstances.

Please apply for the role, please submit:

- A job application form which can be found via our website <https://www.sportstructures.com/about-us/join-our-team/>
- A CV outlining your work experience, skills, training and identify a minimum of 2 referees.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

Applications **without** the above documents, will **not** be considered. Applications should be submitted to:

Emma.Griffiths@sportstructures.com

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