

HR MANAGER

SALARY COMMENSURATE WITH EXPERIENCE FULL-TIME

Lancashire Cricket are looking for an experienced generalist HR Manager who can contribute to the overall success of our people strategy. A role that requires someone capable of staying calm whilst juggling lots of “balls”, supporting the HR Director with overseeing the day-to-day HR activities across the club.

As part of a small HR team, you will have the opportunity to be involved in a wide variety of HR matters and be responsible for playing a key role in the continual development of the HR department and club wide HR policy and practice.

Your workplace will be Emirates Old Trafford (the home of Lancashire Cricket), which has played host to some of cricket's most iconic moments since 1864 and is now an award-winning world-class venue that has undergone a transformational redevelopment over the last decade.

It is recognised as one of the UK's most prestigious venues for sport, business, leisure and entertainment with a capacity of up to 50,000 people for concerts; 26,000 for international cricket matches; meetings and events spaces for up to 2,000 delegates; a four-star hotel with 150 rooms; and an on-site Caffè Nero.

The venue has played host to some of the world's biggest sporting events, including six ICC Cricket World Cup fixtures in 2019, Ashes Test Matches and world class concerts including Ariana Grande's 'One Love Manchester' concert as well as others by Beyonce, Rihanna, Foo Fighters and more.

From an HR perspective, no one day is the same and you will be dealing with Managers and staff from all our different business areas: Hotel, Cricket, Operations, Facilities, Conference & Events, Finance, Marketing, Sales, Ticketing and the Lancashire Foundation, with every team keeping you on your toes and busy.

The Role and Responsibilities

The role of HR Manager at Lancashire Cricket will be varied and unique, with very few organisations offering the diversity of operation that you'll find at Emirates Old Trafford and in the wider business. Some of your responsibilities will include:

- Support Line Managers with HR related issues: investigations, disciplinaries, grievance, performance management, absence management and mental health and wellbeing
- Ensuring all company policies/handbook and procedures are maintained and up to date with current regulations
- Organising and promoting employee engagement, through the coordination of our staff engagement calendar and monthly recognition awards. Working collaboratively with those involved in these initiatives and further developing our communication channels with regular staff surveys for feedback
- Facilitating employee contracts, new starters and onboarding, ensuring all are carried out effectively
- Acting as EDI Champion – supporting the ongoing EDI work to create a more inclusive culture
- Supporting the Recruitment Manager with recruitment – assisting with interviews, sitting on interview panels
- Supporting the HR Director with HR projects and initiatives
- HR Administration – includes work placements and UA92 partnerships
- Line managing the HR Administrator
- Collaborating with the Training Manager and supporting on delivery of internal training

Requirements

It is essential you can demonstrate that you have:

- Previous experience in a generalist HR role, either as a manager or a senior advisor, in an organisation where you have had to deal with a varied workforce (it would be desirable if you have worked in an events, venue, hospitality or leisure environment)
- CIPD Level 5 qualification (or working towards) and sound understanding of UK employment law and best practice
- Good working knowledge of HR policies and procedures
- Good organisation skills, a proactive approach and an ability to manage a varied workload
- Strong IT skills
- Experience of HR software systems
- A professional, confident and approachable attitude to building relationships

Benefits

- Holiday allowance increasing with service
- 2 x standard Lancashire Cricket season memberships
- Social events throughout the year
- Fitness classes, table tennis club and yoga
- Basic contributory pension scheme with option to join enhanced pension scheme, including life assurance, after 3 months service
- Health cash plan scheme
- Health & Wellbeing programme
- Discounts at the Lancashire Cricket Official Store, Trafford Cricket Centre, Hilton Garden Inn Emirates Old Trafford, Caffè Nero and with the Club's partners
- Free parking
- Opportunity for hybrid working (by agreement)

How to Apply

Please send your CV with covering letter and current salary details to careers@lancashirecricket.co.uk.

We look forward to hearing from you if you have skills that support our future vision. Lancashire Cricket is an equal opportunities organisation, and we are committed to providing new opportunities and striving for greater diversity.

It is a priority for Lancashire Cricket to ensure our Club appropriately reflects the wider communities across the North West and as we strive to meet Sport England Guidance in this regard, we would welcome applications from individuals with the appropriate skills and experience that can also enhance our current diversity mix at the Club.