

**Internal Recruiter**  
**Full-Time (35 Hours)**  
**Competitive Salary + Benefits**

Are you a recruitment specialist looking for a unique opportunity to be responsible for both permanent and casual recruitment for a world-class sport and entertainment venue?

**The Opportunity**

We are excited to be looking for an experienced recruiter to join our small, dedicated, and professional HR team here at Lancashire Cricket.

This role will provide a highly effective and efficient permanent and casual recruitment service across all business areas. You will be responsible for the generation and sourcing of quality candidates to the business via a robust resourcing process. Along the way you will provide an amazing candidate experience, ensuring adherence to best recruitment practice, as well as acting as a business partner and providing a high standard of service to the hiring manager.

Lancashire Cricket is committed to building a business and working environment that is as inclusive and diverse as possible. As such, we are looking for someone who will have the same passion and focus that we do to ensure we continue on our path to achieving this. A key to our success in this area will be through a successful approach to the attraction of, and engagement with, people from local diverse communities around Emirates Old Trafford, within Greater Manchester and the wider Lancashire area.

**About Us**

Emirates Old Trafford, home of Lancashire Cricket is an award-winning world-class. 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. In 2022 4 concerts The Killers, Harry Styles and the Red Hot Chilli Peppers. It's a unique place to build a career where no two days are ever the same!

**Key Responsibilities**

- Overseeing and managing all recruitment, both permanent and casual
- Managing the advertising of vacancies, sifting and shortlisting CVs, screening candidates and guiding candidates and hiring managers through the recruitment lifecycle
- Working with the HR Manager to develop annual recruitment campaign strategies
- Maintaining a positive candidate experience throughout the hiring process
- Developing and maintaining effective working relationships with hiring managers
- Ensuring all departments follow a structured interview and recruitment process
- Promoting and championing equality, diversity and inclusion at all stages of recruitment
- Management of the Applicant Tracking System (Talos) and utilising the labour management system (Humanforce)

- Processing offer and onboarding documentation for successful candidates
- Working with the C&E event operations team to ensure the use of agency labour is cost effective
- Assisting with “check-in” of casual employees when required on major event days
- Providing additional support to the wider HR team as required

### Essential Requirements

- Experience of working in an in-house recruitment position, ideally in the events or hospitality industry
- Proven ability to improve and develop innovative recruitment solutions, ensuring all recruitment meets the Club’s commitment to diversity and inclusion.
- Experience of both volume and specialist resourcing including attraction design and delivery (on and offline) and employer brand positioning.
- Demonstrable passion for recruitment and experience in a high volume and fluctuating recruitment environment
- Previous experience using ATS and staffing software (Talos and Humanforce would be preferred)
- Excellent organisational skills coupled with the ability to work in a fast paced and targeted environment
- Excellent communication and interpersonal skills and the ability to build and maintain relationships at all levels of a business
- Willingness to work out of hours at weekends and evenings, particularly for major events (concerts) and during the cricket season (April to September).

Please take a look at the full job description and, if you have the experience and skills required, please submit your CV along with a covering letter outlining why you should be considered for the role to [recruitment@lancashirecricket.co.uk](mailto:recruitment@lancashirecricket.co.uk). Closing date for applications is **Thursday 21<sup>st</sup> July 2022**.

*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.*