



Aberdeen Football Club Job Description

Name:	
Job Title:	Human Resources Administrator
Line Manager:	Human Resources Advisor
Date Started:	
Overall Purpose of Job:	
To work closely with the HR Advisor and HR Manager to support the administration and coordination of the various processes involved throughout the employment lifecycle for employees at both the Club and its official partner charity, Aberdeen FC Community Trust.	
Main Responsibilities/Description of Duties:	
<u>Core Responsibilities</u>	
<ul style="list-style-type: none">• To ensure all employment records are accurate and up to date• To document any changes to employees' terms and conditions• To provide administrative support for HR processes and procedures	
<u>Recruitment</u>	
<ul style="list-style-type: none">• Coordinate interviews and book rooms / send out Teams invites• Contact unsuccessful interviewed candidates• Send offer of employment paperwork to successful candidates• Ensure the Safeguarding Lead is involved in recruitment for regulated positions	
<u>Payroll</u>	
<ul style="list-style-type: none">• Collate new starts, leavers and updated details for the HR Advisor to enter on the monthly payroll submission• Set up new start payroll accounts and send activation invites	
<u>Training and Development</u>	
<ul style="list-style-type: none">• Coordinate and book relevant training courses for employees• Ensure training certificates and evaluations are received and recorded• Monitor expiring certificate dates and alert the HR Advisor if renewals are required	
<u>Safeguarding</u>	
<ul style="list-style-type: none">• Assist the Safeguarding Lead by providing administrative support for processes involved with regulated work, including annual paperwork reviews• Act as an authorised signatory and be responsible for processing PVG's on behalf of the Club and Trust• Conduct identification checks virtually and in person, ensuring an accurate likeness of the individual and consistency of personal details	
<u>HR System</u>	
<ul style="list-style-type: none">• Update the HR System with all new starts, changes, training and leavers• Keep staff up to date using the news and resources announcements• Record and monitor employee absences, highlighting any concerns to be addressed• Prepare reports on request of senior management ensuring GDPR compliance• Support employees with access issues, passwords resets and general guidance	



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Audits

- Collate the necessary documentation as part of Club Academy Scotland, SFA Club Licencing and Financial Audits
- Support the Safeguarding Lead with preparation of regulated paperwork for audit submission

Other Duties

- Monitor and assign emails within the shared HR and Jobs mailboxes
- Maintain the HR processes and procedures guide
- Support the coordination of the appraisal process
- Any other Human Resources work from administration to coordination level

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential:

- Significant experience working as a Human Resources Administrator or similar
- Excellent organisational skills and detail orientated
- Competent with IT packages, especially MS Office and HR Information Systems
- Thorough knowledge, understanding and experience of dealing with HR procedures and processes
- A confidential and discrete approach in handling a variety of situations

Desirable:

- Experience of working within football or sporting organisations
- Experience working with a charitable organisation
- Experience conducting PVG / background checks
- Experience working with the YouManage HR System

Signed by Employee:

Signed by Line Manager:

Date:

Date: