



Human Resources Officer (maternity cover)

£28,000 to £30,000 per annum dependent upon experience

+ employee assistance programme, private healthcare and/or health cash plan, 3x salary life assurance, enhanced pension and family policies, golf benefits, discount platform and up to 36 days annual leave (includes bank holidays and company days)

We are committed to equal opportunities and welcome applications from all backgrounds. We are disability confident committed. If you are not able to complete the online application and would like this in an alternative format, please contact Amy or Mary-Anne on hr@englandgolf.org

The HR and admin team are looking for one person to join us on fixed term basis, as a human resources officer, with a focus on learning and development. This is a great opportunity to work at the heart of England Golf supporting the whole workforce.

Working across the business you will develop and deliver a structured learning and development programme utilising the learning management system, internal knowledge and expertise and external providers. You will need to balance a high volume of day-to-day work and prioritising the various demands on your time. This is a diverse role that will be involved in learning and development along with supporting generalist human resource matters.

The successful candidate will need to have a relevant professional/HR qualification(s) (level 3 or above).

It is essential that you are/have:

- Experienced in identifying training needs and translating these in to specified solutions to meet business needs.
- Previous experience within an HR role (generalist or specialism).
- Highly organised with the ability to manage and prioritise activities.
- A skilled communicator, able to understand different people's needs and find solutions to support and deliver.

The post is full-time (Monday – Friday 9.00am to 5.00pm core hours) however, you will need to be prepared to travel and work evenings and weekends on occasion as necessary. The position is based at England Golf Headquarters, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU. We offer a hybrid working arrangement (three days in office and two from home) following our 6-week onboarding process.

As the national governing body for amateur golf, we work at the heart of golf in England, supporting and empowering a thriving community of players, counties and clubs to get the most out of the game we love. We value being Inclusive, Honest, Responsible, Excellent and Supportive.

For the full job description please visit our website (www.englandgolf.org/jobs) and to apply please complete the online application process (no CVs please). Please note we are not a registered sponsor and are unable to accept applications from overseas-nationals.

Closing date for applications: **Friday 6 December 2024, 5pm**

Interviews to take place on: **Wednesday 18 December 2024, at Woodhall Spa**



Job Description

Post Title:	HR Officer
Team:	HR and Admin
Responsible To:	HR Director
Responsible For:	N/A

Purpose:

To manage and support the internal learning and development across England Golf and provide general day-to-day HR support to ensure England Golf complies with statutory obligations and best practice.

Working Relationships:

Internal:

- HR Director – monthly meetings and regular communication.
- HR Officer and Apprentice – regular communication.
- Senior management and managers – communication as and when required.
- Staff – communication as required.

External:

- HR IT data management and learning management systems - as and when required.
- HR and law firms – as and when required.

Main Duties & Key Responsibilities:

- Development and delivery of a structured learning and development programme that supports and enhances the life cycle of employees.
- Identify and source learning and development opportunities to deliver the long-term goals of the organisation, developing a continuous learning and growth mindset across the organisation.
- Oversee the learning management system (LMS) to provide appropriate learning and development programmes.
- Utilise the LMS to increase the level of relevant skills and knowledge through provision of training and learning to support employees and managers deliver their roles to the best of their ability.
- Organise, administrate, and set up both face to face and e-learning training programmes and events as required.
- Support in auditing the training and delivery provision, bringing innovative solutions to redesign sessions and embed a blended learning approach.
- Build an approved suppliers list of quality providers across a range of subjects to support employee and management development.
- Monitor the learning and development evaluation data.
- Assisting with generalist HR matters, including the reviewing and development of relevant policies and procedures and providing advice in relation to employee performance, conduct and absence management.
- Support with general HR correspondence as required.
- Assist in formal meetings, such as employee disciplinary and grievances undertaking such tasks as may be required.



- To promote equality, diversity, and inclusion (EDI) in all actions and activities throughout England Golf.
- Ensure all activities are carried out in line with data protection guidelines and carry out data cleanse projects as required.
- Assist with the development and implementation of the People Strategy.
- Support the HR plan, projects, and initiatives to positively add value to both the organisation and employees.
- Support and manage employee events i.e. Summer and Winter conferences.
- To oversee and manage HR electronic filing, databases.
- Build and maintain relationships with managers, employees, and employee representatives.
- Support the HR team with appropriate recruitment and selection processes and procedures to deliver a fair and equitable process.
- Support with the administration of employee benefits and promote a culture of recognition for achievement.
- Guide and influence managers on appropriate performance management processes.
- Assist with the performance review process.
- Support the distribution and collation of information from the employee annual survey.
- Support managers with disciplinary and grievance issues.

Office Management and Health & Safety

- Provide additional support to the administration team as required.
- Support the Office Manager and HR Director to ensure the offices are safe, secure, and fit for purpose.

Dimensions/Resources:

Staff:

- N/A

Financial:

- Associated learning and development budget.

Administrative:

- HR and Admin team meetings – attendance as required.
- Annual General Meeting and General Meetings – attendance as required.
- England Golf full team meetings – attendance

Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire.



Person Specification

Post Title: HR Officer
Team: HR and Admin

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> • Sufficient educational attainment including GCSE English grade 4 or above, or equivalent. • Relevant professional/HR qualification(s) such as the Foundation Certificate in People Practice (level 3). 	<ul style="list-style-type: none"> • Associate Diploma in Organisational Learning and Development.
Knowledge:	<ul style="list-style-type: none"> • Experience of identifying training needs and translating these in to specified solutions to meet business objectives. • A good understanding of data protection policy and regulations. • Knowledge of administrative procedures and of preparing reports, and general correspondence. • An understanding and commitment to equality, diversity and inclusion and Health and Safety practices. 	<ul style="list-style-type: none"> • Experienced in design and delivery of training programmes. • Knowledge and awareness of current developments in learning and development methodologies.
Skills:	<ul style="list-style-type: none"> • Highly organised with the ability to manage and prioritise multiple projects and deliver high-quality work to tight timescales. • Strong communication and interpersonal skills. • Good numeracy skills with the ability to undertake routine calculations. • Accurate and thorough approach with attention to detail. • Comprehensive knowledge of Microsoft office packages. 	<ul style="list-style-type: none"> • Ability to influence a wide range of people at all levels of the organisation. • Good presentation skills able to tailor the message to a range of audiences.



<p>Competencies/ Behaviours:</p>	<ul style="list-style-type: none"> • Friendly and willingly offer support and assistance to colleagues and customers. • Self-motivated and dynamic with a 'can do', results driven, customer service approach. • Be able to work and remain calm under pressure and work to tight deadlines. • Able to confidently deal with charged situations in a calm and professional manner. • Encourage and display attitudes and behaviours that respect and value diversity and promote equal opportunities. • Confidentially dealing with sensitive information. 	<ul style="list-style-type: none"> • Experience of managing employee relations matters.
<p>Relevant Experience:</p>	<ul style="list-style-type: none"> • Previous experience within an HR role (generalist or specialism). • Previous experience of identifying training needs and development opportunities. 	<ul style="list-style-type: none"> • Experience of managing an LMS system. • Experience of using HR IT Systems. • Experience of delivering and developing learning and development. • Prior office environment/administration.
<p>Any other requirement:</p>	<ul style="list-style-type: none"> • Valid driver's licence or access to transport as travel may be required. 	