



RANGERS FOOTBALL CLUB

HR & Recruitment Administrator

JOB TITLE:	HR & Recruitment Administrator
REPORTING TO:	Head of HR
LOCATION:	Ibrox Stadium
EMPLOYMENT STATUS:	Permanent, Full Time

THE ROLE

A unique opportunity has arisen to join the Human Resources department of Rangers Football Club as HR & Recruitment Administrator.

The full-time position will be based at Ibrox Stadium reporting to the Head of HR and will support the Human Resources Department with effective and efficient administration. The role holder will provide service-orientated administrative support in the areas of recruitment & selection, pre-employment checks, compliance, performance reviews, absence management, and data management within the department. This is an entry-level role, ideally suited for a candidate with around a year of HR experience looking to expand on their HR and Recruitment knowledge.

The successful candidate will be responsible for administration tasks in relation to all aspects of processing employee information, including:

- General correspondence and responding to a varied nature of queries.
- The creation and issuing of contracts of employment, consultancy agreements, volunteer agreements, contract amendments, probationary letters, training agreements, leaver references, and other letters as required.
- Carrying out end-to-end recruitment processes for various roles simultaneously, including obtaining appropriate sign-off, creating/proofreading job adverts, placing adverts on relevant channels, corresponding with applicants, creating job-specific scoring documents, reviewing and scoring applications received, arranging interviews, and providing interview support to hiring managers where required.
- Ensuring the spreadsheet used to track recruitment and the documentation required for the SFA audit is up to date at all times by closely monitoring expiry dates of all logged documents.
- Providing advice to hiring managers on suitable advertising routes, including liaising with recruitment agencies where appropriate.
- Monitoring the recruitment email inbox and answering recruitment-related queries.



- Completing and processing pre-employment checks, including PVG applications, right to work checks, and references.
- Ensuring all Child Protection documents and training are completed prior to employment for relevant roles in line with SFA requirements.
- Organising and maintaining personnel records.
- Administering and issuing monthly management reports as and when required.
- Updating the HR system with changes when required.
- Maintaining HR process notes with any relevant changes.
- Scanning and filing documents.
- Taking and typing meeting notes as required.
- Providing administrative support to the internal GDPR team, when required.
- Performance Review – support and administration.
- Training & Development – support and administration.
- All other administrative related duties as required.

These are subject to change by the Company to meet business requirements

THE CANDIDATE

Job Knowledge

We are seeking a motivated and organised individual with around a year of previous experience in a similar fast-paced role.

- Previous HR administration experience covering a number of the responsibilities involved in this position.
- Previous recruitment experience.
- Experience of using, updating, and extracting information from an HR system.
- Experience of dealing with highly confidential information.
- Knowledge of administering PVG applications.
- Excellent Microsoft Word and Excel skills.

Education and Qualifications

- CIPD qualified or working towards a relevant qualification.

Personal Attributes

Your similar previous experience will have equipped you with the following:

- Excellent time management skills.
- A high standard of communication skills, both verbal and written.
- The ability to see tasks through to completion.
- High level attention to detail.
- The ability to plan & prioritise your workload.
- Experience and ability of working to deadlines.

You must be eligible to work in the UK.

EQUALITY & INCLUSION:

Rangers Football Club is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation,



gender reassignment, religion or belief, marital status or pregnancy and maternity.

Rangers Football club also welcomes applications from suitably qualified members of the armed forces family.

GENERAL INFORMATION:

The candidate must keep up to date with new methods and undertake any necessary internal or external training sessions in accordance with Company Policies and Procedures.

If you can add value to our team please email your CV and cover letter along with your current salary to recruitment@rangers.co.uk

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY 25TH JUNE 2021.