



## People (HR) Assistant

### Job Description

<b>Role:</b>	People (HR) Assistant
<b>Location:</b>	Hybrid with office base at Bisham and a requirement to attend at least 1 day per month
<b>Salary:</b>	£24k - £28k pro rata (depending on experience)
<b>Contract:</b>	Fixed-term through to August 2027 / part-time – 17.5 hours per week
<b>Responsible to:</b>	Head of People

#### ENGLAND HOCKEY BACKGROUND

England Hockey's mission is to "share the love of hockey and work together to make hockey more visible, relevant and accessible to all". The current focus for the organisation is delivery of its 5 objectives within the 2023-2028 strategic plan which can be found [here](#).

England Hockey is the National Governing Body for the sport of Hockey in England and is responsible for the management and development of the sport from grass roots to elite activities. We:

- Have a **membership** comprising clubs (750+), counties (42), and Areas (8) that affiliate to it. Approximately 160,000 individuals play in the club system, with an estimated 20,000 playing at university/colleges. C.900,000 children play at school. More than 15,000 coaches, umpires and officials are supported / developed.
- Have an **income/expenditure** of average £9m p.a. The Chief Executive is directly responsible for the operational budget but the Board, chaired by the Non-Executive Chair, approves the annual plan and budget.
- **Employ** 74 staff and contract with approximately 50 part time consultants mostly in the performance and coaching area. Circa 50 volunteers work at national level to run the sport, with thousands more running the great bulk of grass roots hockey.
- **Are currently the 'nominated country' on behalf of Great Britain Hockey** to qualify and prepare the Great Britain squads for the Olympics. The England Hockey Chief Executive, Performance Director and Head Coaches represent Great Britain as well as England Hockey. There is a Great Britain President to chair the Great Britain board which meets three times a year.

#### ROLE SUMMARY

In support of our team delivering the EuroHockey Championships 2027, the People (HR) Assistant will provide an efficient and effective administration service for managers and employees through the entire employee lifecycle. Working closely with the Head of People, you will be responsible for administrative HR



advice and support, maintain HR and L&D systems and look for ways to continually improve the People service provision.

During the next 16 months, you will play a pivotal role in supporting an inclusive, energising environment, and high performing culture, contributing to creating a fantastic employee experience.

The focus on each area will fluctuate to accommodate peaks and troughs in workload.

## **KEY RESPONSIBILITIES**

### **HR**

- Work closely with the Head of People to administer all aspects of the employee lifecycle
- Assist with the recruitment process – posting vacancies, communicating with applicants, collating information and arranging interviews and feedback
- Undertake pre-employment screening for new starters, including right to work checks, references and DBS checks where relevant
- In conjunction with the Head of People and line managers, assist with the on-boarding process for new starters
- Take responsibility for ensuring that the HR system is up to date and accurate
- Liaise with the IT Manager to ensure that employees have the tools and equipment they need for their role
- Administer the company fleet, carry out Driving Licence checks and co-ordinate insurance claims
- Take responsibility for managing the on-line Learning platform, keeping records up to date, reporting on training plans and ensuring Induction is completed
- Produce and update departmental forms, guides, packs and general documentation as required
- Act as an ambassador for, and promote the best interests of, England Hockey at all times, actively promoting the England Hockey values
- Undertake such other duties as may be required from time to time as are consistent with the responsibilities of the post and the needs of England Hockey

### **ED&I**

- Take responsibility for co-ordinating EDI meetings, taking notes and actions, including EDI Advisory Group
- Assist the Head of People with collating EDI activity, reporting and website stories
- Be responsible for the HR and ED&I sections of the website and liaising with Comms team to promote activity, stories, etc.
- Triage enquiries received in the Inclusion mailbox and distribute appropriately
- Assist with planning and logistics for workshops and education forums

## **PERSON SPECIFICATION**

We are looking for an enthusiastic, inspirational, and highly skilled individuals who demonstrate through their behaviour the values of England Hockey:

- Collaborate inclusively
- Care for people and places
- Play with spirit, win with grace
- Resilient in everything we do

### **Qualifications and experience:**

- High levels of numeracy and literacy and the intellectual capacity and flexibility to cope with the work involved
- Experience of working in a customer facing/service environment providing HR support
- Knowledge and understanding of HR policies and procedures
- Experience of HR/recruitment administration
- Experience of working with sensitive and personal information



- Experience of co-ordinating training programmes, ie, booking courses, managing attendance, sending evaluations
- Experience of working with bespoke data management systems
- Experience of gaining an understanding of customers' needs and delivering excellent customer service

**Skills and Abilities**

- Ability to demonstrate a thorough approach to work, showing impeccable attention to detail and work accuracy
- Ability to demonstrate exceptional time management, planning and organisational skills and apply these to systems and processes
- Ability to establish and maintain positive working relationships with employees throughout the organisation
- Articulate communicator at all levels
- Demonstrates a caring attitude and personable disposition in addition to effective listening skills
- Excellent IT skills including Office 365, Outlook, PowerPoint, Teams and SharePoint
- Ability to understand the application of HR policies, processes and systems
- Ability to maintain confidentiality at all times and to handle highly sensitive material with discretion
- Will be seen as someone with integrity and trustworthiness, with an orientation towards providing a consistent, high-quality service at all times
- A flexible, tenacious and resilient team player who thrives when accountable and responsible

<b>To Apply:</b>	Please submit your CV (maximum 2 pages) with a one page covering letter by email to: Head of People: <a href="mailto:careers@englandhockey.co.uk">careers@englandhockey.co.uk</a> clearly identifying how your skills and experience are relevant to the requirements outlined in the job description.
<b>Closing Date:</b>	5.00pm Monday 23 <sup>rd</sup> March 2026
<b>Interview Date:</b>	Tuesday 31 <sup>st</sup> March 2026