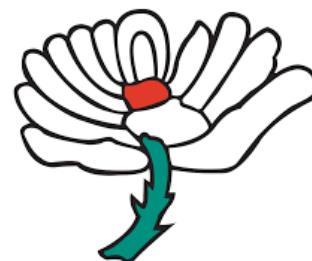


JOB DESCRIPTION

Yorkshire Cricket Foundation



Job Title:	People Coordinator
Department	People & Culture
Reporting Line:	Head of People
Location	Headingley Cricket Ground
Employment Type	Fixed-term, 12 months

Company Overview

The Yorkshire Cricket Foundation is the home of community and recreational cricket, putting cricket at the heart of Yorkshire and inspiring people of all ages, abilities and backgrounds to connect with the game.

From the iconic Headingley Stadium to communities across Yorkshire, the YCF creates opportunities, experiences, and a positive impact that supports participation, wellbeing, and social connection.

As part of the Yorkshire Cricket network, the YCF delivers programmes, events, and initiatives that bring people together, strengthen communities, and support the development of clubs and leagues. Working in partnership with schools, clubs, local authorities, faith groups, and other organisations, the YCF aims to grow participation, foster inclusive environments, and ensure cricket is accessible, welcoming, and sustainable across Yorkshire.

Job Purpose

The People Coordinator provides high-quality operational support across the full employee lifecycle, ensuring smooth, compliant and positive People processes. Working closely with the Head of People, managers and the wider organisation, this role helps maintain accurate People data, supports recruitment and onboarding activity, and acts as a first point of contact for day-to-day HR queries. The People Coordinator plays a key role in maintaining professional standards, supporting a positive employee experience, and upholding Yorkshire Cricket's values, safeguarding commitments and EDI principles.

Key Responsibilities

Area	Responsibilities
Employee Lifecycle	<p>Onboarding</p> <ul style="list-style-type: none"> - Manage pre-employment and compliance documentation ahead of start dates. - Support managers to deliver effective and engaging onboarding experiences. - Deliver People Team inductions and ensure smooth integration for new starters. <p>Contract Changes</p> <ul style="list-style-type: none"> - Prepare and issue contract variation letters, ensuring appropriate authorisation. - Maintain accurate records on the HR system. - Communicate changes to the Finance Manager to support timely payroll updates. <p>Leaver Management</p> <ul style="list-style-type: none"> - Process resignations and coordinate the leaver process with relevant teams. - Calculate outstanding leave balances and prepare leaver documentation. - Conduct exit interviews and record feedback appropriately. - Update the HR system and coordinate IT offboarding actions. - Share leaver details with the Finance Manager to support payroll processing.
Employee & Management Support	<ul style="list-style-type: none"> - Act as the first point of contact for day-to-day People-related queries via the shared People inbox, providing timely responses and escalating matters to the Head of People where necessary. - Provide clear guidance to employees and managers on policies and processes. - Support managers with Yorkshire Cricket's Personal Development Plan (PDP) process, including monitoring activity and providing system guidance. - Support managers with probation review scheduling and confirmation letters, escalating any concerns to the Head of People. - Work with Managers to maintain up-to-date absence records in the HR system and assist with short-term absence tracking and reporting. - Support with basic employee relations administration such as note-taking in meetings where appropriate. - Promote consistency, compliance, and fairness in People processes across the organisation.

Recruitment	<ul style="list-style-type: none"> - Coordinate the end-to-end recruitment process for permanent, fixed-term, and casual roles in line with organisational policy, EDI commitments, and safer recruitment requirements. - Advertise vacancies across agreed platforms and respond to candidate and manager queries. - Support Hiring Managers with longlisting, shortlisting and scoring processes, ensuring decisions are consistent, objective, and evidence-based. - Schedule interviews and coordinate logistics for candidates and panels. - Prepare offer documentation and communicate outcomes to candidates. - Conduct and record pre-employment checks (including Right to Work, references, DBS checks). - Set up new starters on the HR system and ensure accurate employee records. - Prepare and issue employment contracts and share new starter details with Finance for payroll purposes.
HR Systems & Data Management	<ul style="list-style-type: none"> - Maintain accurate and up-to-date employee records on the HR system. - Regularly review and update Right to Work records, proactively contacting employees and managers to ensure continued compliance. - Ensure all documentation is stored and managed in line with GDPR and organisational record-keeping standards. - Run regular reports to support decision-making, and for audit and compliance purposes.
Safeguarding	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to safeguarding children and adults - Contribute to the implementation of the Yorkshire Cricket Safeguarding policy - Report any safeguarding concerns in accordance with Yorkshire Cricket's Safeguarding Report Management Procedure
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices - Advocate the values of dignity, fairness, equality and respect

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

Key Relationships / Stakeholders

Head of People
Line Managers
Finance Manager
All employees related to the Yorkshire Cricket Foundation
Payroll provider
IT provider

Job Specification

Essential Criteria	M/C
2+ years demonstrated experience in an HR/People administrative or coordination role	<input checked="" type="checkbox"/>
Ability to handle sensitive and confidential information with professionalism	<input checked="" type="checkbox"/>
Experience coordinating recruitment processes	<input type="checkbox"/>
Understanding of HR processes, best practice and basic employment compliance requirements	<input type="checkbox"/>
Strong organisational and prioritisation skills, with the ability to work proactively and meet deadlines	<input type="checkbox"/>
Strong interpersonal, written and verbal communication skills, with the ability to build positive relationships at all levels	<input type="checkbox"/>
Proficiency in Microsoft Office and confidence using HR systems, with high attention to accuracy and detail	<input type="checkbox"/>
Commitment to safeguarding, equality, diversity and inclusion	<input type="checkbox"/>
Desirable Criteria	
CIPD Level 3 or equivalent qualification	
Awareness of GDPR and the importance of data confidentiality	
Experience in a charity or sport organisation	

Core Competencies

Time management	<input checked="" type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input type="checkbox"/>
Confidentiality and discretion	<input checked="" type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input type="checkbox"/>	Accountability	<input type="checkbox"/>
Able to work autonomously	<input type="checkbox"/>	Written communication	<input type="checkbox"/>

Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input checked="" type="checkbox"/>
-----------------	--------------------------	----------------------------------	-------------------------------------