



JOB DESCRIPTION

JOB TITLE: HR & Payroll Administrator

DEPARTMENT: Human Resources

REPORTS TO: HR Manager

LOCATION: Molineux Stadium, Wolverhampton

HOURS: 37.5 hours per week

DATE: 29 January 2025

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves, one of the fastest-growing professional football clubs in the UK, boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League and was one of the country's most successful sides in the fifties and sixties. During a two-decade spell, the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back among football's European elite, but this time we will compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, so creating world-class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

Wolves Values – what we stand for:

Progressive - Ambitious. Creative. Innovative.

Determined - Ownership. Decisiveness. Consistent.

Bright - Inspiring. Engaging. Intelligent.

Unified - Connected. Family. Togetherness.

Humble - Considered. Considerate. Respectful.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

To support the Human Resources team by efficiently fulfilling the administration for all key processes, as well as accurately maintaining the HR and Payroll data. Reporting to the HR Manager, the administrative support will cover the whole employee lifecycle, which includes starters, leavers, probation and changes to contractual terms as well as recruitment. The role will be a fantastic opportunity for someone already in an administrative role to develop their HR experience and skills in a progressive and fast-paced environment.



Key Responsibilities

To support the HR and Payroll team with the HR administration processes, ensuring all information has gone through the relevant authorisation procedure and is processed timely, accurately, and filed correctly. This will include:

- Starters – preparing and issuing offers and contracts, ensuring new starter paperwork is returned, obtaining references, eligibility to work and DBS documents, updating new starter details in the HR and Payroll system, and ensuring all relevant paperwork is submitted to payroll. Requesting the relevant IT equipment and access identification to ensure new starters are set up correctly for when they start.
- Leavers – ensuring resignation letters have been received, acknowledged and processed and that payroll has all of the necessary information needed in a timely and efficient manner to process final payments. Archiving leaver files promptly and notifying the relevant parties in relation to IT and other club equipment. Responding to reference requests and administering the exit interview process.
- Employee changes – preparing and issuing contractual change letters, updating the HR and Payroll system, communicating deadlines such as the upcoming end of fixed-term contracts and notifying payroll of any necessary changes.
- Running reports from the HR system, compiling data and keeping up-to-date relevant spreadsheet data, which is tracked in regard to leavers, recruitment, maternity, fixed-term contracts and probation reviews.
- Support with the administration of the club induction.
- Absence / annual leave – updating the HR and Payroll system in relation to all absence and annual leave requests and notifying payroll where necessary.
- Recruitment – assist with reviewing and releasing applications for recruiting managers and arranging interviews where appropriate.
- Benefits administration – supporting the Reward and Benefits Manager in updating membership lists with starters and leavers, notifying brokers and third-party suppliers of membership changes.
- Ordering all HR stationery, ensuring that the department always has what it needs to function efficiently.
- Oversee the HR and Jobs mailboxes and respond accordingly, escalating to the Recruitment and Onboarding Manager or HR Managers where appropriate.
- Role model for the Wolves Spirit Values of Progressive, Determined, Bright, Unity and Humble
- Answer queries in relation to HR policy and processes.
- Supporting the HR Director with diary management, which includes arranging meetings, booking rooms and taking calls.

General responsibilities

- Compliance with club policies
- Compliance with the club's health and safety procedures
- Compliance with the club's safeguarding policies
- To promote the club's values
- To work consistently to embed equality & diversity into the club



- To undertake such other duties as may be reasonably expected
 - To maintain professional conduct at all times
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Key relationships

- Human Resources Director
- Human Resources Managers
- Reward and Benefit Manager
- EDI Manager
- Payroll Team
- Hiring Managers
- Heads of Departments
- Department Managers
- Employees, casual workers, volunteers, and consultants
- New Starters
- Candidates



Person Specification

Job Title: HR and Payroll Administrator

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Knowledge and appreciation of the importance of confidentiality in this role
- Up-to-date knowledge of employment law and current HR practice, ability to demonstrate continuous development of HR knowledge
- GDPR for workers and candidates
- Equality & Diversity legislation

Desirable

- A general understanding of employment terms and conditions and employment rights and practices
- Knowledge of the history of Wolves
- Previous experience in a football or sports club environment
- Apprenticeship programmes and university bursary schemes

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Competent in the use of Microsoft packages and HR information systems
- Ability to input/process HR data maintaining accuracy
- Ability to run Mail Merge
- Competent in writing and reviewing letters, emails, and contracts of employment maintaining a high level of professionalism

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants
- Promote, adhere to and implement the club's Equality Policy and to work consistently to embed equality and diversity within club
- Strong communicator with a desire to help colleagues
- Excellent attention to detail with a high standard of spelling and grammar
- Highly effective written and verbal communication skills
- Excellent communication skills with the ability to challenge where appropriate
- Resilient and personable with a positive demeanour
- Ability to build trust and credibility cross-departmentally, able to develop effective working relationships at all levels
- Discreet and professional



- A willingness to engage and motivate others, supporting others with their development and role modelling through their own personal development
- Problem-solving approach with strength in finding the most effective way forward
- Proactively keeps knowledge up to date through ongoing personal development

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Significant administration experience including data inputting
- Experience of working in a fast-paced environment
- Experience of dealing with enquiries and resolving problems
- Diary management experience

Desirable

- Previous experience as an HR Administrator
- Previous experience in benefits administration
- Working in an environment with children and/or vulnerable adults
- Experience in recruitment process and practice
- Experience in developing processes and governance
- Managing safeguarding processes Inc. DBS
- Experience working with employees, casuals, consultants and volunteers

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Educated to A-level or equivalent
- GCSE grades B and above in English and Maths
- CIPD Level 3 or equivalent experience

Desirable

- Working towards or looking to work towards CIPD Level 5
- Previous experience of HR/Benefits/Payroll/Administration in sports and/or education