

JOB DESCRIPTION



LORD'S TAVERNERS
Empowering young people through cricket

Role Title: People and Operations Assistant

Level:1

Reports to: People Manager

Salary: £26k - £27.5k

JOB PURPOSE:

Provide support and assistance to the People Manager to deliver a best practice people journey for all Lord's Taverners employees. Alongside this, the role will work within the Finance and Operations Directorate to provide support and assistance to best practice governance with various governance and compliance tasks to support our operational functions. This is a matrixed role that will work primarily across both the People and Programmes and Finance and Operations Directorates.

Key Responsibilities

People

- Assist with end-to-end recruitment process, posting job openings on both internal and external job boards, preparing and send offer letters, and support the onboarding process.
- Assist with end-to-end offboarding process.
- Supporting the administration on employee relation cases
- Maintaining the contents of the People Handbook (Digital)
- Assist employees with benefits enrolment, changes, and questions, ensuring accurate records are kept.
- Maintain training records and track employee progress to ensure compliance with development goals.
- Support employee performance review processes, ensuring feedback and evaluations are documented and acted upon.
- Maintain confidentiality and professionalism in handling sensitive employee information.
- Assist in maintaining HR policies and procedures in line with employment law requirements, ensuring they are up to date.
- Support in the compliance of HR-related regulations, including employment laws, health and safety, and relevant policies.
- Assist with Governance, Compliance, and HR Management Information reporting, data entry, and analysis.

Governance and Operations

- Co-ordinate Board Meetings supporting the effective running of the governance cycle.
- Distribute all pre-board meeting papers working alongside the Chair and CEO in their co-ordination.
- Clerk Board Meetings and other sub-committee meetings ensuring minutes are accurate and distributed in a timely manner.
- Provide minute taking support to internal stakeholder meetings supporting the Senior and Extended Leadership teams administration where required.

- Assist with ensuring compliance with relevant legislation and regulations concerning governance arrangements.
- Maintain accurate public records with the Charity Commission and Companies House and ensure all communication with these bodies is handled appropriately.
- Support the Governance Manager with any specific tasks to support the effective running of the organisation.

Project Management

- Provide administrative support to cross-team initiatives and projects as directed.

Key Capabilities and Experience

Specialist knowledge, skills and experience

- CIPD Level 3 or equivalent HR qualification (desirable).
- Previous experience in an administrative role.
- Understanding of charity-specific governance and regulations, relevant legal compliance (e.g., labour laws, GDPR), HR best practices and reporting obligations (Charity Commission, Companies House).
- Proficient in using HR software (e.g. BreatheHR), MS Office (Excel, Word, PowerPoint), and other administrative tools.
- Ability to take minutes accurately and effectively.

People management / team working skills

- Strong organisational skills with a keen attention to detail.
- Ability to work with colleagues across all levels of the organisation.
- Strong communication skills, both written and verbal, including the ability to prepare and maintain reports and records.
- Ability to work independently and manage multiple tasks efficiently.
- Discretion and professionalism in handling confidential information.
- Able to inspire, empower and include in all aspects of your work.

Lord's Taverners is committed to equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our workforce should be truly representative of all sections of society and the communities we serve.

Each employee should feel respected and able to give their best.

Our values: We Include, We Inspire and We Empower drive everything we do.