HR Executive

Job Title: HR Executive
Accountable to: CEO
Contract: Permanent
Hours: 25 Hours per week

Are you a HR professional looking for a new and varied role? We're seeking a proactive and people-focused **HR Executive** to oversee all aspects of Human Resources within our organisation. This is an exciting opportunity to join Northamptonshire County Cricket Club, supporting our team, and ensuring our HR practices and files are effective, compliant, and aligned with our values.

About the Role

As HR Executive, you'll oversee the full employee lifecycle — from recruitment, onboarding and employee relations. Acting as a link between departmental managers and team colleagues, you'll provide trusted HR guidance, manage policies and processes, and champion a positive and inclusive workplace culture.

Safeguarding Statement

Northamptonshire County Cricket Club is committed to safeguarding and protecting the children and young people we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practices across our services

Key Responsibilities

- Manage the recruitment and selection process, supporting hiring managers throughout onboarding
- Act as the bridge between management and employees, handling any demands, grievances, or issues
- Enter payroll details, including new starters, leavers, and payroll queries
- Administer timesheets, TOIL, and employee benefits
- Lead onboarding and induction for new employees and conduct exit interviews
- Maintain up-to-date HR records, employee files, and safeguarding training records
- Prepare and manage player contracts, registrations with the ECB, and overseas visa applications
- Ensure HR policies are current and compliant with employment legislation

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About You

You're an approachable, detail-oriented HR professional who thrives in a varied and hands-on role. You'll be confident administering a broad range of HR functions and capable of building strong relationships across all levels of the organisation.

Essential Skills & Qualifications:

- Proven experience in an HR Generalist or administrative role
- Good knowledge of HR policies, procedures, and employment law
- Strong communication and interpersonal skills
- Proficiency in MS Office and HR administration systems
- CIPD Level 3 qualification (or equivalent) or above
- Ability to manage confidential information with integrity and professionalism

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Why Join Us?

This is a fantastic opportunity to be part of a dynamic and supportive team where your input and expertise will make a real difference. You'll enjoy a varied role, professional development opportunities, and the chance to shape our people strategy for the future.

How to Apply:
If you're ready to take the next step in your HR career, please send your CV and a cover letter to HR@NCCC.co.uk. Closing date for applications is on 3rd December 2025. Interviews will be held from the 8th December 2025

NCCC is committed to being an equal opportunity employer. All qualified applicants will receive consideration without regard to race, colour, sexual orientation, gender identity, disability, national origin, religion, sex, and or other legally protected status