

RECRUITMENT PACK



Job Description

Job Title	Administrator
Department	Club
Reports to	CEO and Head of HR & People
Location	The Cledara Abbey Stadium
Salary	£15 per hour
Hours	8 hours per week, Tuesday & Thursday, 10:00 to 14:30 with half an hour unpaid break. Flexibility around working days and hours.
Role Summary	<p>The administrator role requires a solid foundation in administrative processes, with responsibility for maintaining accurate records and documentation. Attention to detail is essential, particularly when handling compliance-related tasks.</p> <p>The administrator will contribute to a well-organised and supportive function, providing essential administrative support across all areas of HR & EDI, ensuring the smooth and efficient running of processes</p> <p>Ensuring that there is a positive employee experience by ensuring timely communication and smooth operations.</p>
Key Job Outcomes	<ul style="list-style-type: none">• Maintain accurate employee records, maintaining electronic personnel records and the Breathe HR system, ensuring data accuracy and compliance with GDPR• Assist in monitoring and maintaining HR policies and procedures, ensuring they are up to date and accessible to employees• Support recruitment processes, including scheduling interviews, liaising with candidates, preparing interview questions and collecting feedback• Coordinate compliance requirements• Ensuring that office and administrative systems operate effectively• Provide administrative support for the EFL EDI Code of Practice, including checking and uploading documents to the EFL EDI portal• Support colleagues and contribute to a positive and collaborative working environment

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Previous administrative experience in an office environment	✓	
Good written communication skills, with the ability to draft professional emails and documents	✓	
Strong attention to detail, ensuring accuracy in data entry, document management and record-keeping	✓	
IT Skills, including Outlook, Word and PowerPoint	✓	
Familiarity with software systems		✓
Personal Qualities/Attributes		
Hardworking and enthusiastic	✓	
Excellent organisational skills and attention to detail	✓	
Reliable and committed	✓	
Ability to work independently and as part of a team	✓	
Strong interpersonal skills, with the ability to prioritise tasks, meet deadlines and manage a varied workload	✓	
Excellent team player and motivator	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their application form, CV and Cover Letter, applications which do not include all documents will not be reviewed.
Application Closing Date	11 th August 2025 at 12noon
Interview Date(s)	Week commencing 18 th August 2025
Start Date	September 2025
Mission, Vision & Values	<p>Mission</p> <p>Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community.</p> <p>We are custodians with a collective responsibility to protect and enhance the Club for future generations.</p> <p>Vision</p> <p><i>Creating Memories</i></p>

	<p>We engage current and future generations of supporters by creating memorable moments.</p> <p><i>Driving Standards & Performance</i></p> <p>We will evolve by driving standards and performance through self-reflection and education.</p> <p><i>Enhancing Lives</i></p> <p>We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport.</p> <p>Values</p> <p>We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values.</p> <p><i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour.</p> <p><i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.</p> <p><i>Humility</i> We will celebrate each other's successes and recognise that no individual is greater than the collective.</p>
Employability Statement	<p>Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.</p>
Safeguarding Statement	<p>Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.</p> <p>The post holder will be required to undergo Safeguarding training periodically.</p>
Equality, Diversity & Inclusion	<p>Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know.</p> <p>We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate based on age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status,</p>

	pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.
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