



Carlisle United FC Community Sports Trust

Brunton Park, Warwick Road, Carlisle, Cumbria, CA1 1LL

Community Office: 01228 554169 Email: admin@carlisleunitedcst.co.uk

HR Administrator

Carlisle, Cumbria

Salary: Subject to Experience

Position: Part Time, hours to be agreed

Carlisle United Community Sports Trust (CUFCCST), are looking to recruit a part-time HR Administrator. The post holder will be expected to work within a team of colleagues in our busy office. The purpose of this role is to provide an exceptional standard of administrative duties in a professional office environment. Specifically dealing with the HR aspects of the Charity.

The Role

The post holder will be responsible for the administrative function of the HR department, for example issuing contracts, record keeping, absence recording, holiday recording, DBS checks, training reminders, updating database packages and communicating via letter, email and verbal forms, improving processes where appropriate and ensuring accuracy, efficiency and continuous improvement. In addition to this the post holder will be required to act as Secretary to the Board of Trustees.

What we are looking for

You will be an effective communicator with a proven record of working in administrative support preferably HR. Experience of HR administration, recruitment practice, responding to individual queries. You will have experience of working within a team of colleagues in our busy office.

Who we are

CUFCCST is committed to, inspire people to participate, develop and achieve their goals through the power of sport. We deliver an innovative and attractive range of activities to educate, inspire and improve the health and wellbeing of people in the local and wider community.

To apply

Send your completed application form and CV via email to, admin@carlisleunitedcst.co.uk or via post to, John Halpin, Carlisle United FC Community Sports Trust, Brunton Park, Warwick Road, CARLISLE CA1 1LL.

Closing date: Monday, 16th March 2020.

All partners are committed to the safeguarding of all young people and vulnerable adults and the successful candidate will be required to undertake an enhanced DBS check.

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Limited company number: 06731387 in England Registered Office: As above Registered Charity number: 1126600

