

Job Description: [Staffing CoOrdinator]



Function:	HR, Recruitment & Training
Position:	Staffing Co-ordinator
Job holder:	N/A
Date (in job since):	
Immediate manager (N+1 Job title and name):	Staffing Manager
Additional reporting line to:	
Position location:	Brighton & Hove Football Club – AMEX Stadium

1. Purpose of the Job – State concisely the aim of the job.

- To support the Staffing Manager in delivering the recruitment/staffing requirements for match day and the conference & events business at Brighton & Hove Football Club (BHAFC).
- To work across several areas of the business e.g. recruitment, hospitality, retail, boxes operation
- To ensure effective Recruitment and Selection of staff for Brighton & Hove Football Club.
- Promote Sodexo Live as the preferred employer both internally and externally, by adhering to the company recruitment policies
- To provide proactive support to the business, ensuring consistent delivery of the Staffing/HR strategy

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

N/A

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Staffing financial performance reported with actual costs compared to budget forecasts
- Recruitment targets for BHAFC are achieved, with focus on quality not quantity
- Full compliance to employment legislation
- Ensuring best practice procedures and HR policies are consistently applied throughout the events team and business
- To ensure that Sodexo Prestige is seen as the preferred employer both internally and externally

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

To support the recruitment/staffing objectives and planning for BHAFC Operational Accounts, whether it is Hospitality, Retail, Boxes or Conference & Events

- Support in the reporting of the forecasted staffing costs, including management, direct/agency staff, transport, uniform and expenses for allocated accounts with regards to match days and events.
- Where required source/book transport and uniform for full time and casual employee within the accounts budget.
- Assist the Staffing Manager with the operational and recruitment tasks
- Ensuring all employees are paid correct wages in a timely manner. Any wages queries are dealt with efficiently. Invoices authorised and handed to commercial, whilst payroll forms submitted within the payroll deadlines.
- Book appropriate staff for the match day/event, whether they are agency or locally recruited.
- To engender good staff and customer relations.
- Communicate to staff, both full-time and casual, necessary information relating to the match day/event, e.g. start dates, pay rates, parking.

To be responsible for day to day operation and supervision of a staff check-in account

- Manage a staff check-in during match days, resolving staffing issues proactively.
- Manage a staffing account/projects
- Support the Staffing Manager in reporting actual staffing costs, accruing accurate costs for outstanding invoices.
- Manage and monitor feedback on our casual staff and action appropriately
- To support the training of staff during match days and events. i.e. training on tills, customer service, and hospitality service as per company and unit policy.
- To compile all training paperwork in a timely manner as per Sodexo policy.
- To assist with any functions that may be outside normal working hours.

Proactively assist in the recruitment of casual employees.

- Aid in the recruitment of new casual employees, adhering to the company policy. e.g. interview, eligibility to work in the UK, reference, etc.
- Liaising with and creating contacts within the recruitment industry, e.g. jobcentre plus, university student unions, recruitment fairs, career open days etc.
- Advertise casual employment at the events using the Sodexo live People Ambition brand.
- Representing the company at career open days, recruitment fairs and college visits where appropriate
- Manage the social media Twitter and Facebook pages, actively updating the newsfeed and ensuring all information is relevant.
- Manage the casual recruitment staffing email address, responding to queries in a timely manner
- Manage the casual recruitment database, including chef, manager and local recruits
- Ensuring all casual employees receive a starter pack, information through Tri pad platform, all mandatory training via maple one platform has been completed details returned are checked thoroughly and no one works until the correct documentation is submitted
- Maintain and create personnel records for all casual staff

To complete all duties as requested by the Staffing Manager

- Ensure all employment legislation is adhered to minimising any risk to the company
- Applying the following regulations to throughout all events
- Working Time Directive Regulations
- The Asylum and Immigration Act
- Disability Discrimination Act
- Minimum wage
- Staffing issues are brought to the attention of the Staffing Manager.
- Accident reporting procedures are adhered to.
- All staff receives an appropriate health and safety training/briefing prior to the event.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Staffing financial performance reported with actual costs compared to budget forecasts
- Recruitment targets achieved, with focus on quality not quantity
- Full compliance to employment legislation
- Ensuring best practice procedures and HR policies are consistently applied throughout the events team and business
- To ensure that Sodexo Live is seen as the preferred employer both internally and externally

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- CIPD qualified or part qualified desirable
- Experience of working in the event industry
- Experience working in a Staffing function

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

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Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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