



JOB DESCRIPTION HR Officer Commonwealth Sport	
Job Title	HR Officer
Reports To	Head of People
Location	Westminster, London
Overall Role Purpose	
<p>The role of the HR Officer is to provide comprehensive operational HR support, ensuring the effective delivery of core HR processes and a strong foundation of “brilliant basics.” The HR Officer will enable the smooth running of day-to-day HR activity, supporting managers and employees while freeing up strategic capacity within the People function to deliver organisational priorities.</p>	
About Commonwealth Sport	
<p>Commonwealth Sport is an international organisation with responsibility for the direction and control of the Commonwealth Games and Commonwealth Youth Games, and for delivering the vision of the Commonwealth Sport Movement: 'Our Commonwealth, united through sport'. Our mission is to deliver inspirational and impactful Games; to excite and empower Athletes and young people; and to drive equality in sport and society across the Commonwealth.</p> <p>Established in 1930, the Commonwealth Sport Movement brings together 74 independent nations and territories creating a diverse Commonwealth community of over 2.5 billion individuals, representing one-third of the world's population. Together the Movement stands as a beacon of unity, diversity, and equality, completely integrating Para athletes, driving gender equality and advocating for legacy and social change through sport.</p> <p>The next Games take place in Glasgow, Scotland in July/August 2026, followed by the next Commonwealth Youth Games in late 2027. Amdavad, India, has recently been awarded the hosting rights to the 2030 Commonwealth Games. Colleagues work closely with Games organising companies to support delivery and assurance of the Games.</p> <p>Beyond these major events, the organisation works year-round to raise the profile of Commonwealth Sport, diversify revenues, deliver impactful Sport for Development programmes and manage strategic relationships with our members and other key partners. The organisation has a workforce of approximately 35 employees, predominantly based at our Headquarters in London, but with some colleagues based internationally.</p>	



Accountabilities/Responsibilities

HR Operations & Employee Lifecycle

Support the Head of People with the end-to-end employee lifecycle including recruitment, onboarding, contracts, changes to employment and offboarding.

Maintain accurate and up-to-date employee records and HR systems, ensuring data integrity and confidentiality.

Assist the Head of People with HR queries, providing timely and professional advice to employees and managers.

Recruitment & Onboarding

Coordinate recruitment activity including job postings, interview scheduling and candidate communication.

Support onboarding processes to ensure a positive and consistent new starter experience.

Employee Relations & Support

Provide administrative and coordination support for all HR policies and processes

Support the organisation with HR processes, ensuring consistency, fairness and compliance.

Promote a culture of respect, wellbeing and inclusion aligned to the values of Humanity, Equality and Destiny.

HR Compliance & Governance

Work with the Head of People to ensure that HR processes and documentation are compliant with employment legislation and organisational policies.

Support policy implementation and periodic reviews.

Maintain audit-ready HR records and support governance reporting where required.

Learning, Development & Culture

Support the coordination of learning and development activities, including training logistics, tracking and feeding into the organisations training calendar.

Contribute to initiatives that enhance employee engagement, wellbeing and organisational culture.

Support the embedding of Commonwealth Sport values (Humanity, Equality, Destiny) across HR processes and practices.

HR Systems & Reporting



Maintain HR systems, ensuring accurate input and reporting capability, and handling any day to day queries from colleagues on system usage.

Support the production of HR metrics and reports to inform decision-making.

Identify opportunities to improve HR processes and efficiency.

General HR Support

Provide flexible support across the People function to meet organisational needs.

Assist with ad hoc projects and initiatives aligned to the People strategy.

Contribute to continuous improvement of HR processes and the overall employee experience.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none">CIPD Level 3 qualification (or working towards).	<ul style="list-style-type: none">Degree (or equivalent) in related field



Knowledge, Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none">• Experience in an HR administrative or HR Officer role, supporting the employee lifecycle.• Experience of coordinating recruitment and onboarding processes.• Experience of maintaining HR systems and employee records.• Experience of supporting employee relations processes (e.g. note-taking, documentation, case coordination).• Working knowledge of UK employment law and HR best practice.• Understanding of core HR processes including recruitment, onboarding, performance management and employee relations.• Awareness of data protection and confidentiality requirements (GDPR).• Strong organisational skills with the ability to manage multiple priorities and meet deadlines.• High level of attention to detail and accuracy, particularly in handling HR data and documentation.• Excellent written and verbal communication skills.• Ability to build effective working relationships with managers and employees at all levels across the world.• Proficient in Microsoft Office and HR systems.	<ul style="list-style-type: none">• Experience working within a sport, not-for-profit or international organisation• Experience supporting HR reporting or basic data analysis.



Personal Qualities

- Professionalism & Integrity – Handles sensitive information with discretion and always maintains confidentiality.
- Collaborative – Works effectively with colleagues across the organisation and contributes positively to team objectives.
- Proactive & Solution-Focused – Takes initiative and identifies opportunities to improve processes and ways of working.
- Organised & Reliable – Delivers high-quality work consistently and supports the smooth running of HR operations.
- Adaptable – Comfortable working in a fast-paced, evolving international environment.

To Apply

To apply, please submit your CV and a Cover Letter (no more than 1 page) to recruitment@commonwealthsport.com by 27 April.

If you have any questions about the role, feel free to contact rebecca.marks@commonwealthsport.com.