



Job Description & Person Specification

- Recruitment Lead -

Post:	Recruitment Lead
Line Managed by:	HR Manager
Service Area:	Human Resources & Recruitment
Salary:	£37,865.20 - £39,817.44 (pt 40-42)
Hours:	39 hours per week
Location	Home Working or office based. Please note frequent local travelling will be required. Must have right to work in the UK.

THIS POST REQUIRES A STANDARD DISCLOSURE

We are looking for a skilled, experienced, creative and determined person who is committed to living our values of Dignity, Respect and Compassion. We will offer you training, flexible working and support as you take up this brand-new role, with us.

1. Job Purpose

- To improve our external recruitment activity and capacity, through your efforts, with priority to recruiting social care staff, for our services for the benefit of those we support. This will include networking; marketing to schools; other community locations and projects while increasing our digital profile and recruitment opportunities.
- You will take on the main role of “doing” much of our recruitment marketing outreach to places, people, and organisations in real time and digitally. This will mean working with our Comms and HR teams, as well as our Service managers etc to focus your and colleagues’ efforts into increasing the number of great people who join us in our social care roles.

- You will also work with L & D and the involvement officer to ensure the people we support are consulted and involved in recruiting their own staff, through person centred recruitment systems and processes.
- You will lead a target driven Recruitment Team to ensure that KPIs are met with regards to processing times
- You will be responsible for ensuring your team adheres to Safer Recruitment guidelines and in developing our internal recruitment policy and training for managers etc
- You will be responsible for all line management tasks for your team, including support, development and workload management.
- You will be able to gather, analyse and use data effectively to ensure that The Action Group's resources are targeted effectively.

2. Tasks & Responsibilities

- Support the Senior Managing Team in developing and adapting the recruitment strategy of The Action Group, by working internally and externally to increase the numbers of great support workers/Casual support workers and social care front line managers applying to work at The Action Group.
- Work with other senior staff to shape the development of effective recruitment strategies that meet the needs of The Action Group
- You will lead by example and ensure that there is a collaborative and 'can do' culture within the Recruitment Team
- You will support your team to ensure that processing of recruitment activities is completed to a high standard and to agreed KPIs
- You will be required to undertake recruitment processing at times when recruitment activity is high to ensure deadlines are met
- Shape strategies and targeted activities to ensure people of all ages; ethnicities; sexualities; genders etc are given opportunities to come and work with us.
- Produce high quality data driven reports and presentations where requested, for internal and external stakeholders
- Assist the HR Team, The Comms team and Senior Managers etc on all recruitment related projects, plans and improvements.
- Take an active role in researching, writing, consulting on, providing training for, and implementing new recruitment policies, activities and methods that improve how we recruit social care staff.
- Analyse local labour markets and national contexts (Economic, demographic etc) to shape TAGs recruitment efforts in line with external factors, to maximise success.
- Support change management processes, prepare reports, business cases and draft correspondence in line with areas of responsibility.

- Liaise with other management stakeholders externally and across The Action Group
- Treat employees, managers, and service users at The Action Group with respect and consideration at all times. This will often include the appropriate holding of sensitive and confidential information.
- Network effectively with any external agencies and partners to develop The Action Groups recruitment reach, creativity, and impact.
- Deliver creative external recruitment initiatives of all types to maximise The Action Group's reach through your own creative efforts and/or by working with already existing projects where people are seeking work.
- Have excellent organisational skills, including strong attention to detail and the ability to prioritise and control own workload.
- Be an effective communicator, both written and verbal, to individuals and large groups
- Ability to work autonomously and remain calm under pressure.
- Excellent MS Office skills and other digital collaboration and creative tools
- Good Interpersonal skills with the ability to build relationships throughout the organisation.

3. General Duties as a member of the HR Leadership Team

- You will form part of the overall HR leadership team, and will be required to work collaboratively with other members
- You will be required to cover for your colleagues as required
- Be a champion for equality and diversity in the workplace, always seeking to 'look outside the box' and consider matters from different perspectives
- Assist colleagues and managers to develop their skills in terms of HR knowledge and people management
- Make use of our HR information system (Cascade) to support managers, monitor potential issues, and provide high-quality reports where required
- Take an active role in researching, writing, consulting on and implementing new or updated HR policies/strategies where requested
- Support the HR team on a range of projects and initiatives as they arise
- Treat employees, managers, and users of The Action Group's services with respect and consideration at all times. This will often include the appropriate holding of sensitive and confidential information.

Other Duties

1. Health and Safety

- Adhere to The Action Group's health and safety policies at all times.

2. Contributing to the Team

- Communicate openly, fully, and effectively with others at all times.

3. Contributing to a Quality Service

- Participate in all necessary training and CPD so that you are knowledgeable and skilled for the role.
- Contribute to service user consultation efforts and assist in the production of explicit service standards, reviews, evaluations, and annual reports.

4. Other Duties

- Take an active role in your professional and personal development.
- Promote and support The Action Group externally.

5. Supervision Received

- The post holder will regularly meet their line manager as outlined in the Group's supervision policy.

6. Amendments

- This job description may be amended following discussions with the post holder and with approval from the Chief Executive.

The above list highlights the key accountabilities of the role; however, it should be noted that the above list is not exhaustive, and other tasks may be added/required, depending on the needs of the business following discussions with the postholder.

Recruitment Lead

What The Action Group looks for in an applicant:

Specific requirements for this role		
Criteria	Essential	Desirable
Qualifications		- A qualification equivalent to level 7 (advanced level) on the CIPD framework - Membership of the CIPD - HR qualification - Marketing qualification
Skills And Experience	- Excellent leadership skills - Track record of developing effective strategies - Excellent Organisation skills - Excellent Presentation skills - Excellent verbal and written communication skills - Effective report writing and an ability to present information in an accessible manner - Excellent knowledge of productivity and collaboration tools (MS 365, G Suite etc.) - Ability to gather data from various sources and analyse - Ability to use data to inform decision-making processes - Ability to engage stakeholders and understand their needs - Ability to work toward targets - Experience of knowledge of marketing.	- Experience of training and coaching others - Experience of working in HR within the social care sector - Knowledge and understanding of safer recruitment practices - Experience of coordinating/managing different recruitment processes and projects - Experience of setting up and delivering different recruitment drives/projects.
Personal Qualities	- Confident and outgoing - Excellent interpersonal skills - Ability to coach and influence others - Ability to plan and prioritise workload effectively - Accuracy and an eye for detail - A team player	

	• Strong negotiation skills • Can do attitude • Creative thinker • Able to build strong working relationships with many different external organisations.	
Motivation And Outlook	• Accepting and supportive of The Group's values • Keen to promote staff and service user participation and involvement with recruitment • Hard working and self-motivated • Positive attitude to problem solving • Forward-thinking and creative in approach	