

RECRUITMENT COORDINATOR – HOMES2INSPIRE

JOB DESCRIPTION

Job Title: Recruitment Coordinator – Homes2inspire

Salary Range: £25,000 per annum

Reports to: HR Business Partner

Location: Rugby, Northamptonshire (UK wide travel required)

Purpose

To provide a high quality recruitment coordination and administrative support service to Homes2Inspire.

The post-holder will lead on Recruitment activity at Homes2Inspire, including posting vacancies via our recruitment platform, assisting with candidate attraction and sourcing, supporting the business to fulfil its hiring needs.

Main Duties and Responsibilities

1. To coordinate all aspects of the recruitment activity, including;
 - ensuring accurate and timely logging of vacancy requests
 - posting vacancies on recruitment platform
 - processing applications, scheduling interviews and assisting with preparing interview packs
 - supporting at interviews and assessment centers
 - attending job fairs
 - assisting with offers and supporting with the onboarding process
2. To maintain and create/support with the creation a bank of quality interview questions and literature to support effective recruitment.
3. Maintain contact with Line Managers to update them on progress on their vacancies and make them aware of our requirements to successfully progress their request to recruit.
4. Support managers with the completion of pre-employment checks including audit of employee Schedule 2 files.
5. Seek support and best practice guidance from the Resourcing Specialist and share best practice learnings from Homes2Inspire recruitment activity.

6. Liaise with the relevant HR Business Partner and the HR Shared Services/other team members on any areas of concern in relation to the recruitment activity in their areas.
7. Manage Homes2inspire Social Media pages ensuring content is accurate and relevant.
8. Keep up to date with recruitment activity outside of Shaw Trust Group including job fairs, university events and monitor activity which may effect recruitment.
9. Produce reports from the Recruitment Platform in relation to recruitment activity for Homes2Inspire for statistical purposes.
10. Support the HR Business Partner which mobilisation activity.
11. Assist with Interviews and assessment centres and administration on competency tests/exercises as required.
12. Maintain filing systems, databases and personnel files.
13. Assist with addressing recruitment queries, e-mails and calls.
14. Contribute to, maintain and improve human resource data, documentation and procedural systems within the recruitment function.
15. Assist in the input of data to the computerised personnel information system.
16. Assist in any ad hoc exercises which will improve/assist the efficiency of the department.
17. Undertake appropriate learning and development as identified through regular appraisals and reviews.
18. Adhere to Shaw Trust and Homes2inspire procedures and quality standards, specifically safer recruitment practices
19. Carry out other appropriate duties as may be necessary.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with

their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
8. To report to Line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.
10. Ensure that good practice is shared across employment services and with the wider organisation.
11. Actively promote and embed the Trust's behaviours.

This role description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Person Specification

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Criteria (E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none">• Professional Certificate in Internal Recruitment or Professional Certificate in Agency Recruitment (D)• Graduate/Associate/Member of the Chartered Institute of Personnel and Development (D). <p>Experience</p> <ul style="list-style-type: none">• Proven previous administrative experience (E)• Previous direct recruitment experience. (E)• Experience of designing recruitment and selection tools and materials, including assessment centres. (E)• Previous experience of working in a human resource department (D).• Knowledge and use of HR database systems (D).• Experience of developing online recruitment tools (D).• An excellent knowledge of the recruitment market, current trends and best practice. (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none">• Ability to provide an effective and efficient administration service (E).• Computer literate with a working knowledge of Microsoft Office, including Word and Outlook. (E)• Good interpersonal and communication skills (E)• Excellent verbal and written communication skills (E).• Ability to work as part of a team and on own initiative (E).• Excellent organisational skills/administrative abilities.(E).• Excellent attention to detail (E)• Self-motivated (E)• Ability to respond to a large and varied workload coupled with a flexible, pro-active and versatile approach (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none">• A strong commitment to high standards of service delivery and customer care (E)• Strong project reporting skills, with a focus on interdepartmental communication.(E)• Commitment to apply Shaw Trust's values and behaviours to all aspects of work.(E)• Knowledge and experience of disability related issues. (E)
<p>Safeguarding</p> <ul style="list-style-type: none">• Be able to display an awareness, understanding and commitment to the

<p>protection and safeguarding of young people and vulnerable adults. (E)</p> <ul style="list-style-type: none"> • This post requires a Basic DBS check (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities, Diversity and Inclusion. (E) • Willingness to undertake occasional travel and overnight stays. (E)