

## Job Description

**Job Title:** Resourcing Specialist  
**Reports to:** Head of Resourcing and Reward  
**Location:** Home based

### Purpose

The Resourcing Specialist will assist with the delivery of Shaw Trust's resourcing strategies and will work collaboratively with hiring managers to attract and recruit candidates to meet the organisations strategic and operational aims.

### Main duties and responsibilities

1. Develop effective partnership relationships across the business with hiring managers.
2. Act as a trusted advisor and subject matter expert to hiring managers to help determine solutions to resourcing aims.
3. Support and coach hiring managers through the recruitment process with the aim of fulfilling roles with the right talent and providing a good candidate and user experience.
4. Help to create and shape recruitment campaigns to maximise attraction and to support our Equality Diversity and Inclusion strategy.
5. Source and attract candidates through direct sourcing methods.
6. Conduct screening and shortlisting activity.
7. Review resourcing materials to ensure they are fit for purpose, including candidate communication templates, job adverts, job descriptions, person specifications, and assessment materials to meet required standards.
8. Use the Applicant Tracking System (ATS) to manage the candidate journey through the recruitment process, and to support hiring managers to carry out requisite actions.
9. Use the Applicant Tracking System (ATS) to analyse metrics and data to help evaluate and inform the resourcing process and track progress against objectives.
10. Identify attraction methods to deliver results for future resourcing needs, e.g. social media, recruitment fairs.
11. Liaise with suitable recruitment agencies as and when necessary to build relationships and secure cost-effective and timely recruitment solutions.
12. Develop and manage a talent bank of candidates.
13. Work collaboratively with subject matter experts within and outside the business, e.g. marketing and communications, media agency.
14. Build and maintain external networks, and be proactive in researching resourcing themes and trends to inform best practice and offer ideas and solutions to inform continuous improvement.
15. Support with project activity as required.

### 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 of 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 Prevent and Safeguarding policies 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 beneficiaries, 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.

<p><b>Person Specification</b>  <b>Job Title: Resourcing Specialist</b>  (E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• In house recruitment experience and/or recruitment agency experience. (E)</li> <li>• Experienced using an Applicant Tracking System or recruitment systems. (E)</li> <li>• Experience of the complete end to end recruitment process. (E)</li> <li>• Experienced in building effective relationships with key stakeholders. (E)</li> <li>• Understanding of what makes a great candidate and user experience and how to deliver this. (E)</li> <li>• Experience of using a range of attraction and selection methodologies. (E)</li> <li>• Experience of using direct sourcing tools (e.g. talent pools, LinkedIn). (E)</li> <li>• Excellent written and verbal communication skills</li> <li>• Experienced using Kallidus Recruit product. (D)</li> <li>• Experienced in restructure. (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases (E).</li> <li>• Ability to manipulate and translate data (E).</li> <li>• A strategic thinker, with strong communication, writing and presentation skills (E).</li> <li>• A self-starter with a strong analytical and commercial mind-set (E).</li> <li>• Excellent verbal and written skills and ability to communicate concisely and effectively and confidence to present at senior level (E).</li> <li>• Comfortable and capable to work autonomously. (E)</li> <li>• Well organised and able to manage time effectively to meet deadlines. (E)</li> <li>• Proactive approach. (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal, communication and presentation skills (E).</li> <li>• Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates (E).</li> <li>• Flexible, adaptable and innovative (E).</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults (E).</li> <li>• This post requires a Disclosure and Barring Service Check at a basic level.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E).</li> <li>• Good understanding of disability issues (D)</li> </ul>

This job 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, seniority or corporate requirement.