

JOB DESCRIPTION

Job Title: Talent Acquisition Assistant

Location: Home based

Hours of work: 40 hours per week

Reports to: HR Business Partner

Purpose

The Talent Acquisition Assistant plays a pivotal role in supporting the recruiting and hiring process by providing administrative support, scheduling interviews, and coordinating various aspects of the recruitment process to ensure a smooth and efficient experience for both candidates and the hiring teams.

Main Duties and Responsibilities

- Assist in screening candidates through job boards, social media, and other recruitment channels.
- Conduct initial candidate screenings including reviewing CVs, conducting telephone interviews, and assessing fit for the organisation.
- Create and post job vacancies on various platforms including the company's website and external job boards.
- Schedule interviews, including phone screenings, in-person interviews and video interviews.
- Coordinate interview logistics such as room reservations, interview panel availability and candidate travel if necessary.
- Maintain regular communication with candidates to keep them informed about their application status and next steps in the hiring process.
- Respond promptly to candidate telephone enquiries and provide assistance as needed.
- Monitor and manage Careers inbox responding to all incoming queries.
- Maintain and update candidate records and applicant tracking systems.
- Ensure that candidate information is accurate and up to date.

- Prepare recruitment related documents such as offer letters, interview agendas and screening checklists.
- Assist with background checks, referencing and other pre-employment requirements.
- Ensure that the recruitment process complies with safer recruitment principles.
- Facilitate the onboarding process by ensuring all necessary paperwork is completed and processed for new hires.
- Regularly update establishment reports accurately reflecting vacancy levels across the services.
- Stay up to date on relevant legislation and guidance on best practice .
- Undertake any qualification appropriate for the post.
- To carry out any other duties associated with the post.

Other

1. To undertake any further training as identified in the Shaw Trust and Homes2inspire 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 and Homes2inspire 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.

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.

Person Specification
Job Title: Talent Acquisition Assistant
(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES

Technical competency (qualifications and training)

- Bachelor’s degree in relevant field. (D)
- Strong knowledge of safer recruitment principles. (D)
- Understanding of Children’s Home Regulations and how they apply to recruitment of staff. (D)

Experience

- Strong administration experience (E)
- Previous experience in customer service role. (D)
- Proven experience in recruitment support, preferably in a similar setting. (D)
- Familiarity with applicant tracking systems and other HR software. (D)
- Good time management skills and ability to multi task. (E)

Skills and Attributes

- Attention to detail and the ability to maintain confidentiality. (E)
- Ability and confidence to build relationships across all levels of the business. (E)
- Proficiency in Microsoft Office Suite and other IT software. (E)
- Build and maintain positive relationships with candidates and team members. (E)
- Effective time management in prioritising tasks and meeting recruitment goals (E)
- Ability to think critically and solve problems. (D)
- Ability to handle information sensitively and confidentially. (E)
- Ability to adapt to new technologies, systems and processes to remain up to date in field. (D)

Personal qualities, communicating and relating to others

- Excellent communication and interpersonal skills. (E)
- Ability to demonstrate positive influencing skills. (E)
- Ability to build positive relationships with internal and external stakeholders. (E)
- Ability to clearly convey information and actively listen to others. (E)
- Professional and friendly demeanour. (E)

Safeguarding

- Understanding of safeguarding principles and how they apply to role. (E)

Other

- Clear UK driving licence. (D)