

JOB DESCRIPTION and PERSON SPECIFICATION (PRO FORMA)

JOB DESCRIPTION	
Job Title:	Resourcer
Team:	Recruitment Team
Reports to:	Recruitment Manager – Senior Hires/Central Functions
Role Purpose:	The Resourcer will be responsible for developing sourcing strategies to support the fulfilment of roles across the Achieve together portfolio of services. This position will focus on supporting the volume recruitment of Support Worker s alongside other operational roles as required , developing attraction strategies to maximise our reach within localised communities
Scope:	This is a National role, supporting all areas of the organisation .
Accountabilities:	<ul style="list-style-type: none"> ➤ Sourcing for a variety of Support Worker/operational roles across all locations ➤ Identification and design of attraction strategies ➤ Proactive sourcing, including the production of long and short lists of potential applicants ➤ Research and understanding of different geographies and demographics to identify talent ➤ Management of external social media feeds to maximise impact for key hires ➤ Talent Pipelining ➤ Working with digital partners to find solutions to particular sourcing challenges ➤ Supporting the wider recruitment team during periods of high volume activity, annual leave/absence as required
Specific Requirements:	<i>Solution focused, problem solver, flexible in approach to work and time commitment</i>

PERSON SPECIFICATION	
Knowledge:	<ul style="list-style-type: none"> ➤ Previous experience of Boolean searching and proactive attraction methods ➤ Knowledge of online attraction tools and how to utilise to maximise attraction ➤ Ability to utilise social media for proactive talent attraction to drive campaigns ➤ Previous experience working on volume requirements
Key Responsibilities:	<ul style="list-style-type: none"> ➤ Taking full requirements from recruitment team to ensure full understanding of job/person specification ➤ Mapping requirements and researching areas to understand key demographics & candidate pools ➤ Design attraction strategies in line with business requirements, inclusive of social media campaigns ➤ Undertake proactive searches and produce both long and short lists of candidates ➤ Build and expand upon talent networks and build talent pipelines ➤ Keep accurate records of all applicants on our ATS (Applicant

	<p>Tracking System) and vacancy tracker</p> <ul style="list-style-type: none"> ➤ Attend networking events where appropriate ➤ Support in recruitment at times of peak volume requirements, annual leave/absence as required
Competencies:	<ul style="list-style-type: none"> ➤ Strong communicator ➤ Tenacious and creative ➤ Able to work to targets and deadlines ➤ Ability to prioritise ➤ Team player ➤ Ability to multi - task
Experience:	<ul style="list-style-type: none"> ➤ Previous experience of working within a recruitment role either internally or within an agency environment ➤ Knowledge of effective hiring platforms and hiring strategies ➤ Proficiency working with an Applicant Tracking System ➤ Experience of screening candidates, compiling shortlists and long lists ➤ Previous experience of working with digital platforms (inclusive of social media) to develop attraction campaigns