

JOB DESCRIPTION and PERSON SPECIFICATION

JOB DESCRIPTION	
Job Title:	Recruitment Co-Ordinator
Team:	Recruitment
Reports to:	Regional Recruitment Manager
Role Purpose:	To reduce the amount of temporary agency staff costs used within defined regions and services through the proactive recruitment of staff. To proactively attract appropriate candidates to apply for positions and liaise with home managers to ensure that the recruitment process is followed in a timely manner and the best individuals for the role are recruited.
Scope:	Works with the Regional Recruitment Manager and Recruitment Administrator to ensure that staff are effectively recruited within that region.
Accountabilities:	<ul style="list-style-type: none"> • Attract candidates to apply for positions in a proactive way. This might include running targeted campaigns, utilising social media, understanding the demographic of the organisation, the use of on line advertising or tailoring adverts to attract different groups of people. • Manage the candidate journey from pre-screening to interview booking to confirmation/rejection. • Identify the services with high levels of temporary agency staff and work with managers to recruit posts so that the agency costs are reduced. • Liaise with the marketing department to utilise social media and on line marketing to attract the best candidates. • Liaise with the marketing department to ensure that adverts appeal to different groups of people and attract the best candidates. • Build relationships with local colleges with the view to recruit college leavers or initiate work placements. • Build relationships with job centres to run recruitment campaigns for individuals seeking employment or who are moving back into the workplace. • Set up an ongoing relationship with new recruits to ensure that their first 3 months at Achieve together run as smoothly as possible. • Train and educate managers on how to conduct interviews and ensure that they understand and are following the overall recruitment process. • Manage recruitment days and conduct interviews either over the phone or in person. • Reduce the use of temporary agency staff by recruiting and managing a pool of staff that can be used on an ad hoc basis as and when is needed within services across a region. • Use the Applicant Tracking System to post jobs and manage candidates through the recruitment process.

	<ul style="list-style-type: none"> • Liaise with managers, Regional Directors, employment agencies to arrange candidate interviews and testing. • Initiate projects to move recruitment forward within the allocated region and across the organisation. • Explore creative ways of attracting, recruiting and retaining staff within allocated regions. • Cover the recruitment process in other areas of the organisation when people are on annual leave. • Deal with email and telephone enquiries in a timely manner • Attend team meetings • Undertake any other reasonable task as requested.
Specific Requirements:	Willing to travel to relevant regions to run recruitment days and

PERSON SPECIFICATION	
Knowledge:	<ul style="list-style-type: none"> • Excellent knowledge of best practice recruitment practices • Competency based interviewing techniques • Social media approaches
Skills and Experience:	<ul style="list-style-type: none"> • Experience of working in a recruitment environment based on targets • Experience of conducting interviews • Experience of managing the recruitment process from beginning to end • Experience of advertising job roles through social media • Experience of advertising job roles through other means other than social media to appeal to different groups of people • Experience of liaising with recruitment agencies or equivalent
Competencies:	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to organise workload and prioritise effectively. • Is able to manage a high workload calmly • Ability to work independently and flexibly. • IT skills – proficient use of Word/Excel and Applicant Tracking Systems. • Good attention to detail and accuracy. • Ability to build relationships at all levels • Demonstrates initiative and has a creative problem solving focus • Ability to serve as an ambassador for the Company at external events such as recruitment fairs and exhibitions.