

JOB DESCRIPTION

Job Designation/ Service	Recruiter / People Team
Responsible to	Head of Talent Acquisition (Supervised by Resourcing Partner)
Location	Head Office, Bowscar, Penrith (hybrid working)
Direct Reports	None
<p>Job Purpose and Role:</p> <p>Part of A Wilderness Way's People Team, you will report to the Head of Talent Acquisition with your day to day supervision being carried out by the Resourcing Partner.</p> <p>The main purpose of your role will be to oversee the end to end recruitment process. You will work as part of a team to source and attract candidates for vacancies across the Company. You will ensure that candidates have a positive experience from the initial point of contact, to their first day within the company.</p>	

<p>Main Responsibilities and Specific Outcome Areas:</p>	
1.	Administer the job requisition process for new vacancies
2.	Liaise with hiring managers and the Resourcing Partner to identify future hiring needs and develop job descriptions and person specifications
3.	Collaborate with hiring managers to identify a list of requirements and ensure internal processes regarding sign off are followed under guidance from the Resourcing Partner or Head of TA
4.	Working with the Resourcing Partner and others in the People Team, research and implement innovative ways to source new talent maximising the use of available tools and channels
5.	Draft new adverts and advertise vacancies across a range of social media platforms and job boards, as required
6.	Ensure the ATS system is fully utilised and kept up-to-date, enabling accurate reporting at all times
7.	Support continuous improvement in all of our processes to maximise candidate experience and efficiency for those involved in the hiring process. This includes supporting the development of systems and processes, including the ATS
8.	As required, collate and present recruitment statistics and data for upward reporting in relation to recruitment activity and performance
9.	Respond to all enquiries via telephone e-mail and social media in an efficient and timely manner
10.	Engage and guide candidates through the application, pre-screening and interview process and support hiring managers at each stage of the process, carrying out pre-screen and sifting in line with role requirements
11.	Convert expressions of interest and CV submissions into applications through formal application form completion
12.	Liaise with external agencies regarding vacancies and candidates
13.	Support the Resourcing Partner to build a talent pool through outbound activity, and encourage

referrals for future roles and growth through existing employees
14. Ensure that recruitment best practices are followed and that all recruitment processes follow regulatory requirements
15. manage the application process and coordinate interviews including administrative tasks that support this activity
16. Manage the offer and reject process and provide constructive feedback to all candidates
17. Support the organisation and management of engaging recruitment days; career fairs; open days; and external events in the local community to build our brand awareness and increase applications
18. Build solid relationships with all internal stakeholders providing them with timely updates about recruitment activity and candidates
19. Support the Head of Talent Acquisition and the Resourcing Partner in the development of the resource strategy and plans; suggesting improvements and making recommendations
20. Work collaboratively with the Compliance Team, and HR Team, to ensure all new starters have the correct right to work and compliance documentation in place, and that these are stored appropriately in line with GDPR requirements and current processes
21. Ensure that sensitive information is handled with care and in line with GDPR legislation and internal processes
22. Liaise closely with the Academy team to ensure that Welcome is a seamless and positive experience for new starters
23. Adhere to recruitment budgets, seeking sign off for recruitment and other costs incurred
24. Support the retention strategy by ensuring that new starts are fully aware of the role they have accepted.
25. Keep up to date with current trends and share insights with the rest of the team in relation to recruitment activity and the local recruitment market making proposals around changes that we could make to maintain market competitiveness

Other Requirements:

1. Full UK driving licence (preferably with no endorsements) and ability to work flexibly across our target recruitment locations, as needed
2. Right to work in the UK
3. Willingness to undergo a satisfactory enhanced DBS check and to register (and maintain registration) with the DBS Update Service
4. Able to work flexibly out of hours from time to time, including some weekends and evenings to support candidate engagement activity, and attendance at events across our target locations in line with our recruitment strategy
5. Passionate about what we do, and the difference that our services make to looked after children and driving a culture where everything we do is focussed on the outcomes of children in our care.

General Statement:

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the role or the level of responsibility entailed. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.

Health and Safety:

A Wilderness Way Ltd aim to provide and maintain a positive, safe, and healthy working environment for our employees. In support of this, all employees are required to take reasonable care of themselves and

others who may be affected by their actions as well as comply with Health and Safety regulations and other requirements.

Equal Opportunities:

A Wilderness Way Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times with the AWW's EO Policy and Guide to Equality document.

Safeguarding:

AWW is committed to safeguarding and promoting the welfare of those individuals covered by regulated activity and expects all staff to share this commitment. It is an essential requirement that staff are aware of AWW's safeguarding procedures and staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

Person Specification		
QUALIFICATIONS:	Essential	Desirable
Good general education that demonstrates high standards of literacy, numeracy and digital skills	✓	
Continuous professional development that reflects a commitment to personal and professional growth		✓
KNOWLEDGE & EXPERIENCE		
Experience in a similar role in recruitment, preferably with a good understanding of safer recruitment practices		✓
Experience in a sales environment		✓
Previous administrative experience working in a fast-paced office environment	✓	
Experience of working in an environment that requires resilience and patience	✓	
Experience of the full recruitment process, from attraction to offer		✓
Awareness of employment law as it relates to resourcing activities		✓
Excellent knowledge, and experience, of good GDPR practice	✓	
An understanding of the care sector and the challenges faced in the labour market		✓
PERSONAL QUALITIES		
High levels of motivation and ability to work to tight deadlines	✓	
Can form strong and positive relationships at all levels and effectively communicate across functional lines.	✓	
Excellent attention to detail, follow-up and commitment to accuracy	✓	
Possess the ability to work effectively alone and collaboratively within a team.	✓	
Alignment with our core values and behaviours at all times with the ability to promote these to others	✓	
Strong Time Management Skills with the ability to prioritise and react to dynamic situations	✓	
Accountable and curious mindset – driven to achieve results through continuous improvement	✓	
Ability to understand the needs of those from diverse cultural, social and racial backgrounds	✓	
SKILLS & ABILITIES		

Strong computer literacy in Microsoft Office, specifically Excel, Teams	✓	
Experience in the use of a cloud-based HR self-service system and ATS system		✓
Able to interpret and apply policies in a dynamic environment, applying judgement including when to escalate	✓	
Engaging and empathetic communication skills, both written and verbal with the ability to create enthusiasm and excitement whilst being clear on requirements	✓	
Good negotiation skills		✓
Ability to deliver to deadlines and see tasks through to completion	✓	
Sound data recording and reporting skills, with the ability to present data clearly and accurately	✓	
Problem-solving ability with a solutions focused mindset	✓	
Ability to influence and present ideas and suggestions in a compelling way		✓