



Recruitment Administrator - Islington, London
Grade 2 (lower) - £23,311 per annum including Inner London Weighting
37 hours per week
Permanent Contract

Family Action has been building stronger families since 1869, and today we work with over 45,000 families by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation across England. You could be part of helping us to achieve this.

Are you a skilled communicator with keen attention to detail? Are you passionate about providing a comprehensive recruitment service and helping to find the best talent for our charity? If so, this may be the role for you.

This role involves being the central point of contact for recruitment and DBS queries, including advertising roles and carrying out pre-employment checks. The key purpose of this role is supporting managers to ensure that we recruit the right people to work in our organisation.

We need a solution focused individual with strong writing and organisational skills. This is a busy role and we are looking for an experienced and passionate Recruitment Administrator/Assistant to join our small and friendly HR team. This role could also be a fantastic opportunity for a strong administrator wishing to enter an HR/Recruitment role. If you are looking to be involved in wider aspects of HR, there will be opportunities to support the team and be involved in project work.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

For an application pack and further information, including the benefits we offer, please visit www.family-action.org.uk/workingwithus. If you are more interested in a HR role we are also recruiting for an HR Administrator.

Please email completed applications to: completed.application6@family-action.org.uk

Closing date: 30 April 2019, 5pm

Interview date: TBC

No agencies please – as a charity we work hard to keep our costs down and therefore will not be engaging agencies to support this recruitment.