

JOB DESCRIPTION

Recruitment Administrator

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| HOURS: | 37 hours per week |
| GRADE: | Family Action Grade 2 (lower) |
| DEPARTMENT: | Human Resources |
| REPORTS TO: | HR Business Partner |
| LOCATION: | Head Office based in Angel Gate, London. The job holder will be expected to work flexibly to meet the needs of Family Action. There may be occasional travel across the country. |
| FUNCTION: | Under the guidance of the Head of Human Resources, and in line with the Family Action values, support the work of the HR team in providing effective recruitment administration and delivery of both the Organisational and Workforce Strategies. |

PRINCIPLE ACCOUNTABILITIES:

1. To act as the first point of contact for phone and email queries from prospective job applicants.
2. To liaise with managers on their recruitment needs, facilitate recruitment training, assist on the drafting of job descriptions and person specifications, adverts, liaising with advertisers and posting vacancies on the Family Action website, and leading on the administration of applicants.
3. To produce reports for management on equality monitoring and recruitment, as required.
4. To produce and distribute all on-boarding documentation for new starters.
5. To be the key contact for managers for advice on Safer Recruitment and DBS policies, and best practice in recruitment.
6. To lead on Safer Recruitment by administrating the issuing and following up of contracts, requests for references, health checks and DBS checks, following up on these and liaising with managers and external organisations as necessary.
7. To act as counter-signatory and manage the DBS process for new starters, volunteers, and existing employees in order to ensure compliance with Family Action safeguarding and DBS policies and produce regular status reports for management.
8. To contribute to maintaining accurate and up to date information in electronic staff files for new starters.
9. To ensure recruitment related invoices are received and paid by the relevant recruiting manager.
10. To support the HR team to develop and improve existing recruitment processes, e.g. implementation of applicant tracking system.

11. To participate in monthly HR team meetings.
12. To cover the HR Administrator's duties in their absence and support during busy periods.
13. To ensure you comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
14. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
15. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
16. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
17. To lead by example and demonstrate Family Action's values of **can-do, excellence, mutual respect, people focus**, and in your work, behaviour and in your professional relationships with colleagues, partners and service users.

PERSON SPECIFICATION

Recruitment Administrator

1. Previous experience as a Recruitment or HR Administrator
2. Proven experience of working in a fast-paced office environment.
3. A good understanding of employment legislation relating to recruitment.
4. Excellent IT skills (including experience of developing computerised systems and manipulating data to produce accurate management information reports).
5. Excellent oral and written communication skills including the ability to write advertisements, job descriptions, and market jobs effectively.
6. Ability to explain policies to managers and champion best practice clearly and tactfully.
7. Discretion and the ability to handle confidential matters sensitively.
8. Excellent attention to detail.
9. Excellent numeracy skills.
10. Proactive and able to use initiative.
11. Excellent organisational and prioritisation skills, an ability to work flexibly and to meet deadlines.
12. Respect and reflect Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a. Being **people** focused
 - b. Reflecting a '**can do**' approach
 - c. Striving for **excellence** in everything we do
 - d. Having **mutual respect** for everyone we work with, work for and support through our services