



## **Recruitment Administrator, Human Resources**

**Family Action Head Office, London (N1) with hybrid working**

**37 hours per week (full-time)**

**Grade 2 (lower): £24,018 - £26,681 per annum inclusive of Inner London Weighting**

**Permanent Contract**

**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.**

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

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

We need a solution focused individual with strong administration and organisational skills. This is a busy role and we are looking for an experienced and passionate Recruitment Administrator/Assistant to join our newly established Recruitment team as part of the wider 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 committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse any travel costs associated with attending an interview.

### **What will we offer you?**

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We are happy to talk flexible working. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of

employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing team and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

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](http://www.family-action.org.uk/workingwithus).**

**Please email completed applications to: [completed.application1@family-action.org.uk](mailto:completed.application1@family-action.org.uk)**

**Closing date: Wednesday 6<sup>th</sup> July 2022 at 9:00 am**

**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.

**ID: 434**