



## **JOB DESCRIPTION**

### **Recruitment Administrator**

<b>HOURS:</b>	37 hours per week
<b>GRADE:</b>	Family Action Grade 2 (lower) inclusive of Inner London Weighting
<b>DEPARTMENT:</b>	Human Resources (HR)
<b>REPORTS TO:</b>	Recruitment Manager
<b>LOCATION:</b>	Family Action Head Office, N1 London.
<b>FUNCTION:</b>	Under the guidance of the Recruitment Manager and wider HR and Recruitment team, and in line with the Family Action values, you will support the work of the HR team in providing effective recruitment administration.

#### **PRINCIPLE ACCOUNTABILITIES:**

1. To act as the first point of contact for phone and email queries from prospective job applicants.
2. To manage the Recruitment inbox alongside colleagues, responding to and processing all incoming correspondence, referring to colleagues when appropriate.
3. To work with managers to meet their recruitment needs, including liaising with advertisers and posting vacancies on the Family Action website and external job boards, and leading on the administration of applicants.
4. To produce reports for management on equality monitoring and recruitment metrics, as required.
5. To produce and distribute all on-boarding documentation for new starters.
6. To support the Recruitment Adviser with advising managers on Safer Recruitment and DBS policies, and best practice in recruitment.
7. To administrate the on-boarding and pre-employment process for successful candidates, including the issuing of contracts, requests for references, health checks and DBS checks, following up on these and liaising with candidates, managers and external organisations as necessary.
8. To accurately add new starter information to our HR system each month, in time for payroll processing.
9. To administrate the online DBS checking process for new starters in order to ensure compliance with Family Action safeguarding and DBS policies.
10. To contribute to maintaining accurate and up to date information in electronic staff files for new starters.

11. To ensure recruitment related invoices are received and paid by the relevant recruiting manager.
12. To contribute to developing and improving existing recruitment processes, e.g. implementation of applicant tracking system.
13. To participate in monthly HR team meetings.
14. To support the HR team with other ad hoc duties, as may be required.
15. To ensure you comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
16. 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.
17. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
18. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
19. 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