

JOB DESCRIPTION

Recruitment Adviser

HOURS:	32 hours per week (part-time)
GRADE:	Family Action Grade 3 (lower)
DEPARTMENT:	Human Resources (HR)
REPORTS TO:	Recruitment Manager
LOCATION:	Family Action Head Office, NI 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 Recruitment Manager and wider HR team, and in line with Family Action values, you will support the work of the HR team by providing a high-quality recruitment service to the organisation.

SUMMARY OF THE JOB:

The Recruitment Adviser plays a pivotal role in attracting top talent and ensuring an exceptional experience for candidates and recruiting managers. As an integral part of the team, the Recruitment Adviser collaborates closely with the Recruitment Manager and Recruitment Administrators to streamline our recruitment efforts.

As the go-to person for managers, the Recruitment Adviser provides invaluable advice on Safer Recruitment and DBS policies, demonstrating their expertise in best practices. The Recruitment Adviser supports managers in crafting compelling job descriptions, person specifications, and advertisements that captivate candidates and improve our candidate attraction. Building strong relationships with advertisers and agencies, the Recruitment Adviser ensures Family Action receives outstanding service and value.

Additionally, the Recruitment Adviser explores outside-the-box attraction strategies and implements creative approaches to draw in potential candidates and expand our talent pool. The role also involves providing guidance and assistance to Recruitment Administrators, ensuring the smooth administration of adverts and pre-employment checks, and facilitating a timely and efficient recruitment process.

Working closely with the Recruitment Manager, the Recruitment Adviser supports the oversight of the DBS process and safeguarding compliance with Family Action's policies. Furthermore, the Recruitment Adviser actively contributes to the continuous improvement of our recruitment and onboarding processes, driving innovation and enhancing the candidate experience.

KEY TASKS AND RESPONSIBILITIES:

1. Safer Recruitment and DBS Policies:
 - a. To coach and advise line managers on Safer Recruitment and DBS policies (for new starters), and best practice in recruitment.
 - b. To support the Recruitment Manager with overseeing the DBS process for new starters in order to ensure compliance with Family Action safeguarding and DBS policies.
 - c. To ensure you comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

2. Recruitment Process Improvement
 - a. To assist managers in the drafting of job descriptions, person specifications and adverts with a view to improving candidate attraction.
 - b. To liaise and build relationships with advertisers and agencies, ensuring that Family Action receives the best possible service and value for money. This also includes supporting the Recruitment Manager with the development and maintenance of Family Action's Preferred Supplier List.
 - c. To support the Recruitment Manager with designing and delivering training to recruiting managers on all aspects of the recruitment process.
 - d. To support the continuous improvement of recruitment and on-boarding processes; to ensure that Family Action attracts the highest quality candidates and that they in turn have the best quality on-boarding experience.
 - e. To contribute to developing and improving existing recruitment processes, e.g. implementation of applicant tracking system.
3. Candidate Attraction and Headhunting
 - a. To promote a direct sourcing approach, and to utilise LinkedIn and CV databases to headhunt potential candidates.
 - b. To promote Family Action as an employer by attending job fairs and student recruitment events, and/or supporting managers with training and resources to do so on a local level.
4. Reporting and meetings
 - a. To support the Head of HR and Recruitment Manager with identifying and reporting on key recruitment metrics, including collation and analysis of data.
 - b. To assist Recruitment Manager in compiling and presenting recruitment information and metrics and produce reports using the HR database, as required.
 - c. To participate in monthly HR team meetings.
5. General Recruitment and Administrative Support
 - a. To support Recruitment Administrators with the effective administration of adverts & pre-employment checks, providing guidance where required to ensure that candidates are recruited in a timely manner and in line with Family Action's Safer Recruitment policy.
 - b. To support the Recruitment Administrator with the high-volume of administration tasks on a weekly basis (~0.5 days per week).
 - c. To contribute to maintaining accurate and up-to-date information in electronic staff files for new starters.
 - d. To ensure recruitment-related invoices are received and paid by the relevant recruiting manager.
 - e. To support the Recruitment team with other ad hoc duties, as may be required.
6. Compliance with Policies and Values
 - a. 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.
 - b. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
 - c. To work independently and on your own initiative in all areas of your work, including writing, reviewing and embedding policies, with guidance from senior colleagues when appropriate.
 - d. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
 - e. 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 Adviser

Requirements		Essential	Desirable
Education, Qualifications & Background			
1.	Commitment to continued learning and professional development in recruitment.	✓	
2.	Commitment to building expertise and career in recruitment.	✓	
Experience			
3.	Proven experience in advising recruiting managers on full-cycle recruitment, preferably in a fast-paced environment, with a dispersed structure.	✓	
Knowledge & Skills			
4.	Strong working knowledge of recruitment strategies, job boards and social media platforms.	✓	
5.	Excellent written communication and interpersonal skills, with the ability to engage effectively and build working relationships with candidates and internal stakeholders, as well as with external providers and partners.	✓	
6.	Familiarity with Safer Recruitment policies and procedures, ensuring compliance throughout the recruitment process.	✓	
7.	A strong up-date understanding of employment legislation relating to recruitment.	✓	
8.	Exceptional attention to detail along with the ability to see a wider picture.	✓	
9.	Excellent organisational skills, with the ability to manage multiple tasks, work flexibly, and prioritise effectively to meet deadlines.	✓	
10.	Ability to explain policies to managers and champion best practice clearly and tactfully.	✓	
11.	Ability to adapt to changing priorities and work well under pressure.	✓	
12.	A proactive and solution-oriented approach, with a strong focus on the customer.	✓	
13.	A positive attitude to innovation and change, and a willingness to propose improvements.	✓	
14.	A proven ability to work independently and as part of a team.	✓	
15.	Computer literacy including competency in all Microsoft Office products, HR databases, applicant tracking systems.	✓	
16.	Ability to reach target groups and market jobs to them to increase the number of high quality applications.	✓	
17.	Ability to deliver recruitment-related training to recruiting managers.	✓	
18.	Ability to work autonomously.	✓	
19.	Proficiency in software and other relevant tools to streamline recruitment processes.		✓
20.	Ability to write business reports on recruitment KPIs.		✓
21.	Curiosity about developments in recruitment and HR, and how they might impact Family Action's workforce.		✓
Values			
22.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: <ul style="list-style-type: none"> • Being people focused • Reflecting a 'can do' approach • Striving for excellence in everything we do • Having mutual respect for everyone we work with, work for and support through our services 	✓	
23.	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.	✓	
In addition			
24.	Willingness and capacity to travel to Family Action services, as required.	✓	