

# Join the team!

## Recruitment Adviser

**Location:** Head Office in London or home-based

We typically work 2 days a week in the office but offer the flexibility of being fully home-based with sporadic travel to London. Our office space is wheelchair accessible.

### Salary & benefits:

- If based in the Head Office: starting at £31,169, raising to £33,847 pro rata per annum, inclusive of Inner London Weighting
- If home-based: starting at £27,490, raising to £30,168 pro rata per annum, plus £480 home-based allowance pro rata per annum
- We also offer:
  - Annual paid leave entitlement that commences at 25 working days, rising each April by one day, subject to a maximum of 30 working days plus bank holidays;
  - Up to 6% matched-pension contributions;
  - Enhanced paid sick leave;
  - Enhanced paid family leave provisions;
  - Eye care and winter flu jabs vouchers,
  - Cycle to work scheme,
  - Investing in your professional development with ongoing quality training and career development opportunities.

**Hours:** This role is available part-time (32 hours per week).

We offer flexible working arrangements. All new starters have the right to make flexible working requests from day one of employment. Contact details are below if you wish to discuss this prior to application.

**Type of contract:** Permanent

If you don't live in regular commuting distance of London – don't worry, we're happy to consider this role being based anywhere in the UK.

If you don't feel confident applying because you don't meet every single requirement on the Person Specification – don't let that stop you; we want to hear from you. We want to break down barriers to people joining us. We are genuinely committed to supporting everyone and being an inclusive organisation for colleagues, volunteers and service users alike. All we're interested in is what you can bring to the role - your skills, knowledge, experience and aptitude to take on this key role, as well as your values. At Family Action our values are incredibly important to us and really do underpin all we do.



## Role's impact and key responsibilities

- As a Recruitment Adviser, a significant part of your role will involve providing support to our recruiting managers. You will work closely with them to improve recruitment processes, enhance tools, and achieve recruitment targets. By leveraging your expertise in recruitment strategies, job boards, and social media platforms, you will assist the recruiting managers in maximizing the reach and effectiveness of our job postings, increasing the number of quality applications.
- In addition, you will play a vital role in working with the Recruitment Administrators to ensure smooth and efficient pre-employment checks. By providing guidance and support, you will help them navigate the necessary processes, ensuring compliance with safer recruitment policies while minimizing any potential delays or obstacles. Your attention to detail and understanding of the importance of pre-employment checks will contribute to a thorough and efficient screening process.
- Collaborating with the Recruitment Manager, you will identify areas for improvement and implement strategies to streamline our recruitment practices. Your collaboration with the Recruitment Manager will extend to evaluating and improving the tools and technologies used in recruitment. By identifying areas where automation or optimisation can be implemented, you will enhance the overall efficiency of the recruitment workflow. Your expertise in applicant tracking systems and HR software will be invaluable in this effort.
- In summary, as a Recruitment Adviser, your support will empower our recruiting managers to improve recruitment processes, tools, and strategies. By working closely with them, you will contribute to their success in attracting top talent, increasing the number of quality applications, and ensuring compliance with safer recruitment policies. Your guidance and support for the Recruitment Administrators will help facilitate smooth pre-employment checks. Alongside the wider team, you will drive the success of our recruitment efforts, contributing to the growth and success of Family Action.

## Main requirements (for details check the job description and person specification):

- Proven experience in advising recruiting managers on full-cycle recruitment matters, preferably in a fast-paced environment, with a dispersed structure.
- Strong working knowledge of recruitment strategies, job boards and social media platforms to enhance the inclusion and number of applications.
- Excellent communication and interpersonal skills, with the ability to engage effectively with candidates and internal stakeholders, as well as with external providers and partners.
- Familiarity with Safer Recruitment policies and procedures, ensuring compliance throughout the recruitment process.
- Exceptional attention to detail along with the ability to see a wider picture.
- Organisational skills, with the ability to manage multiple tasks and prioritise effectively.
- Proficiency in software and other relevant tools to streamline recruitment processes.
- Ability to adapt to changing priorities and work well under pressure.
- A proactive and results-oriented approach, with a focus on continuous improvement.

## Our commitment to Equality, Diversity and Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

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 your travel cost if you attend an interview.

## Who we are

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 200 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**.



## Next steps:

- **To apply: fill out [the Digital Application Form](#)**
- Based on the evaluation of the application form we will shortlist candidates for the final, interview stage. The interviews will be conducted online. We might also ask applicants to complete a short online assessment prior to the interviews.

**Closing date: 20<sup>th</sup> August 2023, at 11:00 PM**

We are genuinely motivated to find the perfect fit for this role as swiftly as possible! This is why this advert might be closed earlier if we find the right person. Hence, we encourage all interested candidates to seize the opportunity and apply right away!

For direct queries with the hiring manager or if you would like to discuss any aspect of the selection process, please email: [marianna.krol@family-action.org.uk](mailto:marianna.krol@family-action.org.uk)

# Apply now

fill out the

## the Digital Application Form

ID: 921

- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfill our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)



Building  
stronger  
families