

# Join the team!

## Recruitment Administrator

**Location:** Head Office in London (N1) with hybrid-working

We typically work 2 days a week in the office. Our office space is wheelchair accessible.

**Salary & benefits:**

- Starting at £24,258, raising to £26,947 FTE per annum, inclusive of Inner London Weighting
- 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 full-time (37 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

This is a busy role and we are looking for the right person who might come from different backgrounds:

- You might be an experienced and engaged Recruitment Administrator/Assistant to join our 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.

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

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.

- Act as the welcoming first point of contact for prospective job applicants and new starters, showcasing Family Action's values.
- Work both collaboratively with the team and independently to manage the Recruitment inbox, ensuring prompt responses and seamless processing of applications.
- Work with managers to meet their recruitment needs, posting vacancies, and leading applicant administration to build a diverse and talented workforce.
- Deliver a seamless pre-employment checks process, including Right to Work, DBS, health and reference checks.



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

- Focus on solutions and strong administration skills.
- Organisational and prioritisation skills, with an ability to work flexibly and meet deadlines.
- Proven experience of working in a fast-paced office environment, in an admin role.
- Excellent attention to detail and numeracy skills.
- Excellent oral and written communication skills including the ability to write advertisements, job descriptions, and market jobs effectively.

## 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**.

# Apply now

fill out the

## the Digital Application Form

ID: 922



Building  
stronger  
families

## 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.



## 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)

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- **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](#)



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