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| Recruitment Coordinator **Job Description and Person Specification** | |
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| **Role:** | Recruitment Coordinator |
| **Place of work:** | Brasted based with hybrid working |
| **Hours of work:** | Part-time, 30 hours per week |
| **Pay band:** | MPA - Coordinator |
| **Reports to:** | Talent Management Partner |
| **Level of screening:** | N/A |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in |
| The Recruitment Coordinator sits within the People team, playing a crucial role in recruiting the talent required to deliver Catch22 services.  Your role is to support the delivery of a high-quality recruitment service that enables Catch22 to attract, engage and onboard high calibre talent, who share our values and are committed to achieving our vision.  Working in partnership with hiring managers and our specialists across the People team, you’ll be the first point of contact for all recruitment related queries. You’ll be responsible for advising on recruitment and candidate attraction strategy, publishing adverts, managing our employee referral scheme, coordinating multiple recruitment campaigns and providing advice and support to hiring managers. You’ll have a key role to play in delivering an excellent candidate experience and a robust and inclusive recruitment and selection process.  In addition to this exciting, hands-on role in high-quality recruitment service, you will also have the opportunity to support the development of recruitment practice and policy within Catch22, taking feedback and lessons learned from your experience to improve the way that we recruit. | |
| Main Duties & Accountabilities |

* Manage the recruitment inbox, checking it on a daily basis and responding to queries.
* Create, lead and manage multiple recruitment campaigns to attract, convert and assess high calibre talent, ensuring an excellent candidate experience and high quality service. Use expert and sector knowledge to address resourcing difficulties and implement innovative solutions.
* Provide advice to hiring managers on sourcing strategies and best practice recruitment and selection techniques, including advertising, shortlisting, interviews, making an offer, onboarding and pre-employment checks.
* Reviewing and approving jobs and job offers via our Applicant Tracking System (SmarRecruiters)
* Liaise with hiring managers prior to recruitment to gather details needed for requisitions, job descriptions, adverts, pre-screening, interviews and other selection techniques.
* Post jobs on external job boards.
* Purchase bulk advertising credits and manage invoices, ensuring costs are re-charged to Hubs.
* Build relationships and negotiate with external organisations and agencies to secure the best rates.
* Promote jobs on social media such as LinkedIn, Twitter and Facebook. Create targeted social media campaigns to extend reach and engage passive job seekers.
* Proactively search for suitable candidates using CV / profile search tools.
* Develop and promote innovative and engaging recruitment marketing techniques to build external talent pipelines and internal talent pools.
* Liaise with hiring managers to respond to reviews on Glassdoor and Indeed.
* Track the progress of recruitment campaigns, proposing / providing interventions as required.
* Support hiring managers to use Catch22’s Applicant Tracking System effectively to ensure they are fully utilising the system.
* Keep Catch22’s career pages up to date.
* Support hiring managers by undertaking screening activities such as CV sifting, long listing and initial telephone / video interviews.
* Sit on interview panels as required.
* Influence hiring managers to follow a fair, robust and inclusive process to secure the best and diverse talent.
* Work with the Talent Management Partner to monitor recruitment metrics and KPIs and produce regular management information reports.
* Carry out such other relevant duties as may be required and as are commensurate with the nature and level of this post.

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| What does good look like for this role? |

* The right people are recruited at the right time to the right role.
* Hiring managers understand their role in the recruitment process and are confident in their application of recruitment and selection techniques.
* Applicants report a high-quality recruitment experience.
* Our Glassdoor rating is maintained and improved.
* Our time to start rate improves so that we get quality candidates starting when we need them.
* We see an increase in internal applications and our application to hire rate improves.
* Catch22 becomes an employer of choice.
* Turnover is reduced, workforce stability and levels of employee engagement are improved.

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| Organisational Relationships |
| * Hiring managers * People team * Finance team * Communications and Marketing team * Directors and Assistant Directors * External suppliers/partners * Employment agencies |

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| **Recruitment Coordinator**  **Person Specification** | | |
| **Competency** | **Essential** | **Desirable** |
| **Qualifications** | * Educated to GCSE level or equivalent |  |
| **Knowledge** | * Innovative recruitment solutions and best practice * Diversity and inclusion * ATS systems * Industry trends * Candidate attraction options |  |
| **Experience** | * A paid role as an In-house recruiter in the charity / public sector * Providing advice, coaching and support to managers on sourcing strategies and best practice recruitment and selection techniques * Working in a fast paced, shared services environment * Working at volume and managing multiple campaigns for different roles at different levels at any one time * Using an ATS * Sourcing a wide range of candidates through a range of methods * Drafting engaging adverts * Talent pooling and pipelining candidates * Carry out CV sifting and candidate screening tasks * Using social recruiting platforms – such LinkedIn and other CV/profile search tools. |  |
| **Skills & Abilities** | * Understand hiring manager needs * Working collaboratively and building relationships * Effective communicator (verbal, non-verbal, written, digital) * Active listening * Problem solving / solution focused * Data analysis * Report writing and presentation * Flexible and adaptable * Organised and able to prioritise * Attention to detail * Ability to work under pressure to tight deadlines * Computer literate with experience of working with various IT systems including Office 365 * Commercial awareness * Creative and innovative |  |
| **Other** | * Share Catch22 values * Awareness of and commitment to Equality and Inclusion * Willing to travel nationally and work flexibly * Desire to develop and undertake training as required |  |