

Internal Recruiter Job Description and Person Specification

Role:	Internal Recruiter
Place of work:	Pear Tree Street London / Home Based
Hours of work:	37 hours per week. Fixed Term 12 Months (with possibility of extension)
Salary/Grade	c£28,000
Reports to:	Talent Acquisition Partner
Level of screening:	N/A

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'.

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.

Where you fit in

The Internal Recruiter sits within the People team.

Your role is to support the development and 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 responsible for providing advice, coaching and support to managers, on sourcing strategies and best practice recruitment and selection techniques, including shortlisting, interviews, making an offer, onboarding and pre-employment checks.

You'll have a key role to play in delivering an excellent candidate experience and a robust and inclusive recruitment and selection process.

Main Duties & Accountabilities

- Create, lead and manage multiple recruitment campaigns ensuring an excellent candidate experience and high quality service.
- Identify strategies to attract, convert and assess high calibre talent for our roles. Use expert and sector knowledge to address resourcing difficulties and implement innovative solutions.
- Pipelining talented candidates for future opportunities and working with your hiring managers to ensure a collaborative approach is taken to talent mapping.

- Oversee the full recruitment life cycle including assessment and selection, offer process to identify successes and learns
- Develop collaborative working relationships and act as a trusted partner to hiring managers, providing advice, coaching and support. Advise on sourcing strategies and best practice recruitment and selection techniques, including shortlisting, interviews, making an offer, onboarding and pre-employment checks.
- Liaise with hiring managers prior to recruitment to gather details needed for requisitions, job descriptions, adverts, pre-screening, interviews and other selection techniques.
- Draft engaging adverts and advertise roles on external job boards. Build relationships and negotiate with external organisations and agencies to secure the best rates.
- Promote jobs on social media such as Twitter, Facebook, and LinkedIn. Create targeted social media campaigns to extend reach and engage passive job seekers.
- Proactively search for suitable candidates using CV / profile search tools.
- 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 managers to follow a fair, robust and inclusive process to secure the best and diverse talent.
- Manage Catch22's applicant tracking system so that it delivers a high-quality experience for candidates and hiring managers. Track the progress of recruitment campaigns, proposing / providing interventions as required. Utilise the dashboards and reporting functions, provide training to others.
- Be the public face of Catch22 recruitment, act as a brand ambassador throughout the recruitment process.
- Keep up-to-date with industry thinking and development on recruitment and selection approaches.
- Using feedback from hiring managers, applicants and industry knowledge, produce regular articles, blogs and top tips for internal audiences.
- Work with the People team to ensure a seamless onboarding experience for our new people.
- Monitor recruitment metrics and KPIs and produce regular management information reports. Use this to inform your own thinking and influence Catch22's approach to recruitment.
- Develop and promote innovative and engaging recruitment marketing techniques to build external talent pipelines and internal talent pools.

- Work with a broad range of team members to deliver recruitment based projects.
- Carry out such other relevant duties as may be required and as are commensurate with the nature and level of this post.

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.

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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Internal Recruiter Person Specification		
Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or relevant professional qualification or equivalent professional experience 	
Knowledge	<ul style="list-style-type: none"> Innovative recruitment solutions and best practice Diversity and inclusion ATS systems Industry trends Candidate attraction options 	
Experience	<ul style="list-style-type: none"> 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 Managing 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 as LinkedIn and other CV/profile search tools. 	<ul style="list-style-type: none"> Education recruitment

Skills & Abilities	<ul style="list-style-type: none"> • Understand hiring manager needs • Strong stakeholder and relationship management and communication skills • Build trust • Work collaboratively and build partnerships • Communicate effectively (verbal, non-verbal, written, digital) • Active listening • Data analysis • Problem solving/solution focused • Flexible and adaptable • Organisation and prioritisation • Report writing and presentation • Creative and innovative • Commercial awareness 	
Other	<ul style="list-style-type: none"> • 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 	