

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	HR and Recruitment Coordinator (maternity cover)
RESPONSIBLE TO:	Head of HR and Administration
RESPONSIBLE FOR:	Placement students/Volunteers

JOB SUMMARY:

The post holder will support the recruitment needs of the Foundation, supporting hiring managers to find the best candidates across all roles.

You will coordinate the full recruitment process from the initial job advert, scheduling interviews, working with hiring managers to appoint successful candidates. Collect feedback throughout the recruitment process, making improvements as needed.

Support the wider HR team with administration duties.

MAIN DUTIES:

Direct or Indirect responsibility

Duties/Responsibilities	D/I
• Coordinate all aspects of recruitment activity	D
• Work with the Marketing and Communications team and EDI Coordinator to ensure the wide reach of job adverts	D
• Attend jobs fairs representing the Foundation as and when required	D
• Ensure excellent communication with candidates, both successful and unsuccessful, throughout the recruitment process.	D
• Support managers with the standardisation and scoring matrix at interview stage and support HR Manager with implementing shortlisting and interview training	D
• Work with recruiting managers to add to and improve bank of interview questions.	D
• Work with HR Coordinator to monitor and report on applicants, using data to inform where job adverts are placed.	D
• Gather feedback and report on recruitment and onboarding experience.	D
• Suggest and implement improvements based on feedback across the recruitment experience.	D
• Manage recruitment inbox and reply to enquiries and action applications for roles	D
• Collate exit feedback for all casual staff	D
• Facilitate placements for HE students, volunteers and work experience students.	D
• Be the main point of contact for tutors regarding placements.	D
• Ensure all HE students, volunteers and work experience placements have timetables and are allocated a Foundation mentor.	D

<ul style="list-style-type: none"> • Regularly audit Foundation volunteer pool • Organise and facilitate all interviews and improve processes where possible • Gather equal opportunities data for all applicants and report to line manager/EDI lead on a quarterly basis • Input timesheets, mileage and overtime claims monthly for processing by payroll • Support wider HR team and Senior Leadership team with audits and administration tasks as required 	D
	D
	D
	D
	D

PERSON SPECIFICATION

Essential or Desirable Requirement

Qualification/Education	E	D
<ul style="list-style-type: none"> • CIPD Level 3 or higher 		D

Experience	E	D
<ul style="list-style-type: none"> • Recruitment and onboarding • Awareness of safeguarding • Working in third sector 	E	D
		D

Specialist Training	E	D
<ul style="list-style-type: none"> • N/A 		

Aptitude or Skill	E	D
<ul style="list-style-type: none"> • Processing high volumes of administrative work and managing competing priorities and deadlines • Confident, competent, approachable and willing to work with little supervision in a small team • Excellent verbal and written communication skills • Ability to deal with a diverse range of people • Listening and influencing skills • Excellent organisational and IT skills 	E	
	E	
	E	
	E	
	E	

Personal Characteristics	E	D
• Clear understanding of confidentiality	E	
• Passion for working with people	E	
• A strong understanding of and commitment to equality and diversity	E	
• Able to use own transport	E	

Special Terms

Special Conditions
<p>Working pattern to be agreed in advance – 35 hours per week (full time) This post is subject to an Enhanced DBS check. Some evening and weekend will be required as and when required.</p>
<p>Working in different locations This post will be based at NUCASTLE, NE4 6BQ with some travel around the northeast region. Flexible working and some home-based working to be agreed.</p>

In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

GENERAL STATEMENT

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

SAFEGUARDING & WELFARE STATEMENT

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions, including all spent convictions that may not been subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

EQUALITY STATEMENT

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

DECLARATION

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.

Employee Name:

Signature: _____ **Date:**

LM Signature: _____ **Date:**

HOD Signature: _____ **Date:**

HR Signature: _____ **Date:**