

Recruitment Advisor job pack

Title	Recruitment Advisor
Hours	30-37 hours per week
Salary	£28,000-£30,000 FTE
Accountable to	Head of People
Responsible for	N/A
Based	Cambridgeshire or Norfolk

About Caring Together Charity

Our vision is a world with no unpaid carer in crisis, isolated or struggling alone.

Three in five of us will become a carer at some point in our lives. Caring Together Charity is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

About the role

The Recruitment Advisor will represent Caring Together Charity to candidates, volunteers, and third parties, playing a crucial role in our ability to attract and retain the best people to help us deliver a quality service to unpaid carers and the people they look after. This role is key to helping us grow our private care service which is fundamental to us increasing our unrestricted revenue and therefore achieving our goal of supporting more unpaid carers across the region.

Working within the People team and reporting to the Head of People the Recruitment Advisor will work closely with our Communications team developing advertising and attraction campaigns to reach the right people and to promote Caring Together Charity as an employer of choice within our region. Working with the Head of Care and Care Team Managers, the Recruitment Advisor will be responsible for ensuring we are offering a person-centred candidate experience from first contact to first day whilst ensuring compliance with Safer Recruitment principles to maintain our quality of service within Care.

Key accountabilities of the role

1. Working with hiring managers, internal Communications team, Volunteer Coordinator and external providers to promote Caring Together Charity as an employer of choice within the region.
2. Acting as first point of contact for candidates ensuring a timely, engaging and inclusive response to applications.
3. Screening CVs and carrying out initial chats with candidates, ensuring a fit for the minimum requirements of the role and the candidate's expectations
4. Arranging and conducting first stage interviews ideally face to face in the candidate's local area.
5. Arranging face-to-face 'chats' with the hiring managers to ensure team fit and DBS compliance.
6. Providing constructive and supportive feedback to candidates on the outcome of the process.
7. Liaising with the People Coordinator in the delivery of the onboarding process supporting candidate with the completion and collation of required paperwork ensuring compliance with Safer Recruitment principles at all stages.
8. Liaising with the hiring managers to ensure regular check ins are carried out with candidates throughout the onboarding process.
9. Agreeing start dates with all parties and liaising with internal services to ensure equipment is available and fit for purpose.
10. Arranging first day inductions and any mandatory initial training.
11. Initiating and nurturing relationships with third party providers including local Job Centres and care career project teams to ensure all recruitment channels are available and encouraged.
12. Attending job fairs, networking and community events across the region to promote Caring Together Charity as an employer.

Caring Together Charity is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

Recruitment Advisor Person specification

Requirements	Essential	Desirable
Qualifications	Full driving licence.	<ul style="list-style-type: none"> • CIPD Level 3 or interest in working towards.
Experience and knowledge	<ul style="list-style-type: none"> • Experience of recruiting in a fast paced, competitive environment. • Experience of delivering an excellent candidate experience. • Knowledge of different recruitment channels including social media. • Experience in conducting interviews. 	<ul style="list-style-type: none"> • Experience of recruiting within social care. • Network of recruitment contacts within Norfolk or Cambridgeshire. • Knowledge of Safer Recruitment principles. • Knowledge of Salesforce or Ciphrr.
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to enthuse an audience. • Presentation skills. • Confidence in talking to people. • Good IT skills, proficient at using MS office software. • Good presentation skills. 	<ul style="list-style-type: none"> • Digital marketing skills.
Personal attributes	<ul style="list-style-type: none"> • Passionate about delivering an excellent service. • Professional curiosity. • Interested in getting to know people. • Willingness to travel across the region. 	<ul style="list-style-type: none"> • Interested in developing a career in HR.

Application and recruitment process

Closing date	The closing date for this post is 9am on 17 January 2025.
Interview	It is anticipated that interviews for this post will take place on 28 January 2025.
Start date	The post is available immediately, on a full-time or part-time, permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together Charity comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 9.00am and 5.00pm, however, Caring Together Charity is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate may be required to work flexibly at evenings and weekends at times.
Benefits	Full details of the benefits of employment will be made available to the successful candidate.