

Recruitment Advisor

February 2023



Post:	Recruitment Advisor
Salary:	£22,000 - £24,000
Responsible to:	Recruitment Lead
Accountable to:	Head of Workforce Development

Introduction and Primary Job Purpose

Enable is a dynamic, forward-looking and vibrant charity dedicated to ensuring an equal society where everyone has the right to live, work and participate as active and respected citizens in the communities of their choice.

Enable Recruits are responsible for the end-to-end recruitment of all Enable's workforce, with a predominant focus on the recruitment and onboarding of frontline social care staff for our Enable Cares services.

The Recruitment Advisor plays a key role within the Enable Recruits division, coordinating recruitment for our central service functions whilst providing wider administrative and operational support for Recruitment Consultants. The Recruitment Advisor will support recruitment activities by working in a professional and efficient manner in line with recruitment policy and safer recruitment guidelines. The Recruitment Advisor will also assist in the collection, coordination and reporting of data and support the Recruitment Lead and Head of Workforce Development by looking for efficiencies in our systems and processes to continually improve our customer service to candidates and local service teams.

Main Duties and Responsibilities

- Provide a first point of contact for managers, employees and external agencies requiring customer service on matters relating to recruitment issues.
- Coordinate recruitment activity including but not limited to: Scheduling interviews with local hiring managers and where appropriate providing corresponding feedback to candidates, arranging offer paperwork and undertake and manage the full onboarding process from offer to start date including obtaining references, organising pre-employment occupational health assessments and other preemployment checks to the point of start date.
- Provide support to the Recruitment Consultants on a day-to-day basis with both operational and administrative tasks and activities in line with business needs.
- Support the Recruitment Lead and Head of Workforce Development to monitor, track and record recruitment data outcomes including but not limited to: new starts and leavers, welcome processes, strategic recruitment interventions.

- Prioritise and manage urgent and important workload and email communication in a timely manner ensuring response times are in line with service level agreements.
- Build strong relationships with candidates, local service teams and other stakeholders to deliver an efficient and high-quality recruitment experience.
- Review and develop where required, personalised adverts to reflect the vacancy brief submitted by the hiring manager, service design and support strategy in line with safer recruitment guidelines.
- Utilise advertising mediums including social media to raise Enable's profile as an employer of choice. Boosting visibility of vacancies on other platforms.
- Assist with operation and management of personal data in line with GDPR regulations through audit and data cleanse exercises
- Process incoming daily mail to the recruitment team both by post and into the general Recruitment email inboxes directing communications to the appropriate person.
- Actively contribute to the overall success of the Recruitment team by working towards individual and team objectives and taking personal responsibility to producing high quality work, ensuring your areas of expertise are shared with the wider team.

General Responsibilities

- Provide cover for day-to-day recruitment activities as required.
- Undertake any other roles and accountabilities which would be lawful, reasonable and appropriate to the role.
- Be responsible for maintaining your own health and safety whilst at work and for the health and safety of colleagues, people who use services and for alerting the officers responsible to any hazards or potential risks to health and safety.
- Ensure compliance with the Data Protection Act and to ensure that an appropriate level of confidentiality is maintained around issues which may be personally or commercially sensitive.
- Be responsible for the establishment and maintenance of positive working relationships both with external agencies and internal teams and with individual colleagues with whom interaction is required.
- Operate in a style which is consistent with the values and vision of Enable.
- Always promote equality and diversity across all work activities.

Candidate Criteria

Essential Criteria	Desirable Criteria
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Qualifications		<ul style="list-style-type: none"> • SVQ/SCQF in Business Admin or equivalent • CIPD Certificate in HR Practice (CHRP)
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of GDPR and data protection laws 	<ul style="list-style-type: none"> • Knowledge and understanding of employment law • Knowledge of voluntary/social care sector • Understanding of Safer Recruitment Guidelines and principles
Experience	<ul style="list-style-type: none"> • Proven administrative and customer services experience • Experience of gathering and reporting data • Experience with Office 365 	<ul style="list-style-type: none"> • Experience managing social media channels and updates • Experience with ATS software and platforms for managing candidate / employee data
Skills and Abilities	<ul style="list-style-type: none"> • Skilled in the use of Microsoft packages, particularly Word, Outlook and Excel • Ability to follow strict processes, guidelines and procedures under minimal supervision • Ability to produce high quality, accurate work in a timely manner • Ability to work to tight deadlines with competing priorities and manage own workload • Ability to build and nurture professional relationships 	

