**Job description**

**PERSON SPECIFICATION**

With a robust and successful track record in end to end recruitment, the post holder will demonstrate an in-depth knowledge of all contemporary attraction strategies and the ability to proactively source candidates using a full range of media, channels, local knowledge and networking strategies.

· Minimum of 2 years’ experience as a Recruiter. This can be in house, agency or a similar field based role

· Proven track record with all contemporary attraction and recruitment techniques and practice

· Hands on experience with all selection processes - phone screening, face to face interviewing, reference checking and DBS processes etc

· Ability to organise skills assessment centres and manage Jobs Fairs and Recruitment Open Days

· Familiarity with HR databases, Applicant Tracking Systems and excellent Excel, analytical and reporting skills

· Articulate, proactive and professional

· Excellent communication and interpersonal skills

· Strong decision-making, negotiation and influencing skills

· Clean Full Driving Licence

· RTW in UK

**Knowledge & Experience**

· Knowledge of Recruitment within the Children’s Services Sector, specifically Safer Recruitment (KCSIE)

· Knowledge of Recruitment within the Social Care Sector, specifically Children’s Homes Regulations (CQC and Ofsted)

· Experience of delivering an operational Recruitment Plan aligned to challenging commercial goals and business objectives

· Exposure to Workforce Planning within healthcare or another fast-paced, corporate environment (not essential)

· Knowledge of anti-discrimination and equal opportunities legislation

**Benefits:**

· Generous company pension

· Cycle to work scheme

· Flexible schedule with autonomy

· Gym memberships

· On-site parking

· Referral programme

· Sick pay

· Wellness programmes

· Discounted or free food