

Job Title: Recruiter

Reports To: Senior Recruiter

Overview

As our Recruiter, you'll provide a consultative, efficient and engaging recruitment service to our hiring teams, the people we support and candidates.

Your focus will be on consultative recruitment – matching the right people to roles, based on the understanding you build of the teams and locations you're recruiting for and supporting hiring teams to priorities values and behaviours in their hiring decisions.

Together we make it possible to maximise our impact for people with learning disabilities and autism, making a meaningful difference to their lives.

What you will do

1. Partner closely with hiring managers to understand both current and future recruitment needs, providing tailored recruitment solutions
2. Support hiring managers in being creative and solutions-focused with their selection criteria, adapting as necessary to align with the available candidate pool.
3. Promote a values-based recruitment approach, prioritising behaviours and the potential impact on the people we support.
4. Conduct the end-to-end recruitment processes, including job advertising, candidate attraction, screening, interviews, pre-employment checks and on-boarding.
5. Act as a trusted advisor to hiring managers, providing guidance on job requirements, market trends and recruitment best practices.
6. Champion collaboration, compliance and efficiency at every stage of the recruitment process, working closely with internal teams and departments.
7. Use recruitment systems and tools effectively, with curiosity to the ability to improve the way they're used
8. Work collaboratively with the People team and other departments to make sure recruitment activities align with Affinity Trust's strategic goals and objectives.
9. Coach, guide and support candidates through each step of the recruitment process.
10. Promote, and support the development of key employer brand messages, always communicating and demonstrating our values and culture.
11. Be adaptable and flexible in your approach to recruitment, supporting the recruitment team with peaks and troughs in workload

12. Explore and experiment with new ways to attract candidates who align with our values.
13. Develop personal expertise in specific recruitment areas to become a subject matter expert.
14. Build community connections to support recruitment needs and develop a diverse, sustainable talent pipeline.
15. Create inclusive, compelling vacancy adverts and effective recruitment campaigns targeted to diverse audiences and aligning with the needs of people we support
16. Promote, monitor and track the usage of recruitment referral schemes, submitting eligible referrals to the relevant Senior Recruiter for approval and assessing scheme effectiveness.
17. Monitor and report on recruitment metrics to senior recruiters and senior management.
18. Contribute to the continuous improvement of recruitment processes through feedback and innovative ideas.

What success looks like for you

1. Candidates and hiring managers feel supported, engaged and informed throughout the recruitment process.
2. Recruitment processes are delivered to a high standard, demonstrated through levels of compliance, conversion rates, time to hire and other metrics.
3. The use of recruitment agencies is reduced through effective sourcing and pipeline management.
4. Recruitment activities reflect a thorough understanding of the needs of the people we support.
5. You are a supportive and reliable member of your team, contributing to the team's success and positively influencing team dynamics.

What we need from you

Factor	Essential	Desirable
The skills, competencies and values you have	<p>Ability to build strong and effective working relationships with key stakeholders across all levels, fostering trust and empathy.</p> <p>Skilled in conducting the end-to-end recruitment process.</p> <p>Able to prioritise and manage competing demands.</p>	

	<p>Adaptability, and able to take a proactive approach to problem solving.</p> <p>Improving service quality using evidence and best practice.</p> <p>Supporting hiring managers to adapt their approaches to recruitment.</p> <p>Ability to communicate with diverse audiences in a tailored way.</p> <p>Attention to detail and efficient management of processes.</p>	
The education or qualifications you have		Certification in recruitment, human resources or a related field
Specific knowledge you have	Legal and regulatory requirements, and any developments and changes to them.	Familiarity with recruitment in a regulated environment.
The experience you bring	<p>Collaborating with, and empowering people with different areas of expertise to achieve excellent results</p> <p>Consulting with and guiding stakeholders to support the achievement of shared goals.</p> <p>Maintaining a people focused approach in all areas of work.</p> <p>Applying legal and</p>	<p>Designing inclusive and engaging recruitment campaigns</p> <p>Promoting and managing recruitment referral schemes</p> <p>Direct sourcing and talent pipeline management.</p> <p>Managing multiple vacancies and priorities at the same time.</p> <p>Ensuring consistently high</p>

	<p>regulatory standards e.g. CQC to the recruitment process,</p> <p>Tailoring information and communication to appropriate audiences in a clear, effective and easy to apply manner.</p> <p>Prioritising both candidate experience and efficiency whilst conducting recruitment processes/</p>	<p>levels of quality and compliance across the recruitment process.</p>
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Our Values



People are at the heart of everything we do.

- ✓ We listen, we learn, we build on strengths.



We give our best.

- ✓ What we do matters.
- ✓ Good days and bad. We take responsibility.



We work together.

- ✓ We are one team and value people's strengths and differences.
- ✓ We are open and trusting with each other.



We have courage.

- ✓ We try new things.
- ✓ We are creative and adaptable.