Job Description
Job Title: Recruitment Coordinator
Responsible to: HR Lead

1/ You will be responsible for: Supporting the HR team with recruitment administrative support, ensuring accurate data is collected, input and supplied as required, whilst delivering a customer focused service.

2/ In particular, you will need to:

- Provide a customer-focused experience in the charity's recruitment and onboarding processes
- Collaborate with recruiting managers and the wider HR team to create innovative job adverts
- Support and update all HR information systems in accordance with regulatory bodies, GDPR and employment law
- Prepare employee documents, such as offer letters and contracts of employment
- Upload adverts onto various job platforms, whilst monitoring incoming applicants and responding accordingly
- Coordinate interviews and take part in the interview process as and when required
- Carry out pre-employment checks for all new starters, including references, DBS applications and right to work status checks
- Support the HR Officer and HR Lead with administrative support as and when required in an accurate and time-efficient manner
- General office administration tasks, such as greeting visitors, answering the telephone and responding to emails
- Participate in other HR projects and any other duties as and when required.

3/ To achieve these outcomes you must:

- Have previous experience in a recruitment administrative role
- Have a strong interest in working in recruitment
- Be willing to work towards a CIPD qualification
- Have excellent IT skills
- Have excellent written and verbal communication skills
- Have excellent organisation and time management abilities
- Have excellent attention to detail.

4/ Every employee of St Cuthbert's Care must:

- Work with utmost dignity and respect at all times and be understanding and considerate of people's different needs, choices and wishes, extending this principle to all stakeholders
- Be friendly and helpful at all times and smile when first engaging with people

- Demonstrate a ‘can-do’ attitude. This requires working with compassion and care at all times and demonstrating willingness to undertake a range of duties as and when required
- Follow instruction and charity policies and procedure at all times
- Maintain confidentiality and observe data protection requirements in accordance with legislation and charity policy
- Work flexibly in terms of availability and delivery to meet charity needs
- Be professional at all times
- Attend staff meetings and training as and when required
- Respect and work within the charity’s Christian ethos and values-base

This job description is not exhaustive and some variations will be necessary at times.

On appointment: Accepted and agreed by Employee

Signed …….. Date …….