



## Recruitment Specialist

**Organisation Team:** People and Operations

**Reports To:** People Business Partner

### MISSION OBJECTIVE

The People and Operations team defines, develops, and strengthens the foundations that reinforce the organisation's administrative, Operation and People functions. This team provides the necessary strategic, technical and operational services and infrastructure to support a collaborative, inclusive culture, and effective working practises that establish a strong foundation for 38 Degrees' team to succeed and ultimately for 38 Degrees to achieve its mission and vision of changing the country to become fairer, more respectful and more sustainable.

The Recruitment Specialist, reporting to the People Business Partner, will undertake all recruitment activities, from agreeing and planning recruitment drives to implementation; advertising, coordinating interviews, closing recruitment drives to training our internal team on best practice recruitment approaches. Ultimately the job holder will be responsible for ensuring our recruitment drives are impactful and succeed in attracting high quality candidates, while maintaining a positive experience for all stakeholders.

This job describes the role of Recruitment Specialist, 38 Degrees team work in a culture of togetherness, passion for our issues and determination to win, so from time to time the team will be expected to perform activities outside of their normal role.

### DUTIES AND RESPONSIBILITIES

#### MANAGE INTEGRATED PROCESSES



- Plan, organise and coordinate all aspects of the recruitment process
- Collaborate with managers to establish the recruitment framework for recruitment needs
- Manage the relationship with recruitment partners and stakeholders
- Respond to candidate queries and follow up with candidates throughout the recruitment process
- Track hiring metrics including time-to-hire, time-to-fill and source of hire etc.

## ALIGN



- Coordinate the hiring panel, provide guidance and resolve issues related to recruitment provisions
- Train and advise internal staff on the recruitment process e.g. interviewing techniques and assessment methods
- Keep the People Business Partner updated on the developments or challenges in the recruitment process and provide solutions
- Hold and build partnership relationships, build these relationships to a high standard, provide regular feedback to the line manager
- Keep up to date with current job markets and recruitment best practice

## SUSTAIN SERVICE



- Deliver a full range of recruitment activities aligned to established recruitment plans and standards ensuring consistent timeliness
- Support the advancement of the recruitment service in a proactive and collaborative manner and maintain a high quality service
- Oversee our communication channels to ensure our response rates to our internal team and candidates are timely, consistent and of a good quality
- Work with hiring managers to agree on the right recruitment plan and medium to attract high quality candidates
- Regularly seek feedback from the team to evaluate the recruitment service, assess impact and effect relevant change as agreed with the line manager

## TARGET SKILLS PROFILE



### BASIC

Demonstrated significant capacity gained through experience in the maintenance and provision of a recruitment service

### CONCEPTUAL

Understands the interconnection of services/resources that supports a comprehensive service.

### APPLIED

Oversee timely production of recruitment deliverables

working collaboratively with colleagues, and partners



## COMMUNICATION SKILLS

### **BASIC**

Significant demonstrated skill in working with internal and external stakeholders to deliver the recruitment service

### **INTERNAL**

Ability to work collaboratively with internal teams and to strengthen recruitment practises

### **EXTERNAL**

Lead on engaging and communicating with stakeholders or partners to ensure a coordinated approach to a recruitment drive



## EXECUTION SKILLS

### **BASIC**

Demonstrated experience of sustaining high quality recruitment deliverables that continue to meet stakeholder expectations

### **TIMELINESS**

Set measurable recruitment targets in collaboration with hiring managers and stakeholders to ensure that these targets are understood, applied, and collaboratively achievable across teams.

### **QUALITY**

Conduct a structured review of recruitment provision ensuring the established quality standards are sustained.

## TARGETED SPECIALISED KNOWLEDGE

- Proven, significant experience as a Recruitment Specialist, or Recruiter with a strong track record of finding high quality candidates
- Understanding of employment law related to recruitment
- Strong experience of working in a fast past environment and of managing a high volume of recruitment simultaneously
- Strong analytical skills with attention to detail
- Knowledge of Data Protection and GDPR with the ability to ensure the security of candidate/employee information in accordance with legislation and best practice
- Strong experience of working with Applicant Tracking Systems

