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| **Job Title:** | **Recruitment Specialist** |
| **Reports To:** | **Recruitment Lead & Head of Recruitment** |

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| **Job Summary:** | Supporting the business growth and performance by providing recruitment services to the required areas of need. By providing a strong candidate pipeline to enable roles to be filled quickly and efficiently which will in turn ensure the hight levels of care and support we provide to our residents and colleagues. |

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| **Role Responsibilities:** |
| * Provide a full recruitment service for given area or areas of the business.
* Work through applications from various sources, filtering out those that would be a good fit for the role in question.
* Conduct effective screening of candidates, ensuring their fit for the role.
* Liaising with Homes/Hiring Managers to arrange interviews whilst keeping candidates warm throughout the process, providing feedback and outcomes along the way.
* Building strong relationships with Homes/Hiring Managers to understand their specific needs and challenges.
* Build pipelines of candidates for future hiring needs, ensuring we can be proactive rather than just reactive.
* Work closely with the Recruitment Lead, Head of Recruitment and Operations Team to understand and respond to reducing the number of Agency hours.
* Use CV databases/LinkedIn to actively headhunt/directly source candidates.
* Attend individual home sites to offer additional support with recruitment activities, including visiting the local area.
* Provide regular updates/reports to your Hiring Managers with progress of each role

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Experience in a recruitment role within the healthcare/hospitality sector | Essential  | Application form/interview |
| Knowledge of the UK’s Right to Work processes  | Desirable | Application form/interview |
| Experience of Applicant Tracking Systems | Essential | Application form/interview |
| **Knowledge/Skills & Abilities** |  |  |
| The ability to work as part of a team, both as part of the recruitment team and extension of the Home Team  | Essential | Application form/interview |
| To be performance driven | Essential | Application form/interview |
| The ability to build relationships with both candidate and Hiring Manager | Essential | Application form/interview |
| The ability to work in a fast-paced environment  | Essential | Application form/interview |
| The willingness to travel, a full, valid driving licence and access to own transportation | Essential | Application form/interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |