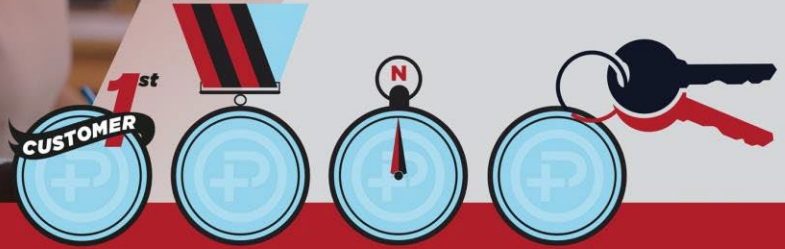


**“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”**



Job Description

JOB TITLE: Recruitment Specialist

DEPARTMENT People Team

REPORTING TO Head of Talent Acquisition

CAREER GROUP Delivery

DISCLOSURE LEVEL Basic

MAIN PURPOSE OF THE ROLE:

Our Recruitment Specialists are responsible for managing the end-to-end recruitment process with our hiring managers. You will proactively identify, source, and attract the very best talent to PeoplePlus. Your focus will be on delivering an exceptional candidate experience and positioning PeoplePlus as an employer of choice, positively promoting the employer brand at all times.

As part of the People Team, this role supports our overall Resourcing Strategy by building and maintaining excellent relationships with internal hiring managers, ensuring we recruit the very best people for our business. This is a remote-based position with the requirement to travel for key meetings, recruitment fairs, and events.

KEY RESPONSIBILITIES





- Use various channels to proactively source and engage with potential candidates.
- Actively engage with passive candidates and nurture relationships to convert them into active candidates.
- Build and maintain a talent pipeline for current and future hiring needs.
- Partner with hiring managers to understand their recruitment needs and develop a campaign approach in response.
- Develop recruitment campaigns considering the right source and methods for the role.
- Keep up to date with and identify industry trends, report these back to the Head of Talent Acquisition.
- Create compelling job advertisements and content to promote the role and employer brand.
- Actively promote PeoplePlus as an employer of choice through various channels.
- Conduct initial screening of candidates through resume reviews and phone interviews to assess their suitability for the role.
- Present a shortlist of qualified candidates to hiring managers and coordinate next steps in the recruitment process.

- Provide regular updates to hiring managers on the status of recruitment and candidate pipelines.
- Ensure a seamless and positive candidate experience throughout the recruitment process.
- Communicate promptly and effectively with candidates, providing timely feedback and updates.
- Manage the offer and onboarding process, including negotiating offers with candidates and ensuring all relevant pre-employment checks are complete ahead of the start date.
- Maintain contact with the candidate to 'keep warm' during the onboarding period and into their first weeks in the business.
- Utilise recruitment data to measure the effectiveness of sourcing strategies and processes.
- Continuously refine and improve recruitment practices based on data insights.
- Provide regular updates and feedback on the effectiveness of agency partners.
- Offer expert advice and guidance on recruitment best practices and market intelligence.
- Provide regular updates to hiring managers.
- Maintain relationships with recruitment agencies to support hiring needs.
- Monitor agency performance to ensure high standards of service and candidate quality.
- Represent PeoplePlus at recruitment events, industry events, and networking opportunities.
- Maintain accurate and up-to-date records in the ATS and other trackers associated with recruitment.
- Promote diversity and inclusion strategies within recruitment processes.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education and Training	✓	✓
Professional certification in HR or recruitment		✓
Skills, knowledge and abilities		
Strong proficiency in using various recruitment channels (social media, job boards, networking events, etc.).	✓	
Excellent communication and interpersonal skills for engaging with candidates and stakeholders.	✓	
Creative writing skills for developing compelling job advertisements and promotional content.	✓	
Strong organisational skills with the ability to manage multiple tasks and projects simultaneously.	✓	
Proficiency in using Applicant Tracking Systems (ATS) and other recruitment tools.	✓	
Ability to analyse recruitment metrics and data to inform decision-making and strategy.	✓	
Ability to build and maintain a robust talent pipeline.	✓	
Ability to develop and implement innovative strategies for candidate attraction and engagement.	✓	
Ability to ensure a positive candidate experience throughout the recruitment process.	✓	
Advanced sourcing skills, including Boolean search techniques, and using recruitment tools and platforms.	✓	
Ability to proactively source candidates through various means, including headhunting and direct approaches.	✓	
Ability to represent the company at recruitment fairs, industry events, and networking opportunities.	✓	
In-depth knowledge of current recruitment trends and best practices.	✓	
Understanding of employment laws and regulations to ensure compliance in recruitment activities	✓	
Knowledge of employer branding strategies and their implementation.	✓	
Familiarity with recruitment metrics and analytics for measuring effectiveness.	✓	

Experience		
Proven experience in proactive talent sourcing and building talent pipelines.	✓	
Demonstrated experience in developing and implementing candidate attraction and engagement strategies.	✓	
Experience in stakeholder relationship management, particularly with hiring managers.	✓	
Track record of ensuring a seamless and positive candidate experience.	✓	
Experience in promoting employer branding through various channels and events.	✓	
Experience in utilising data-driven recruitment practices.	✓	
Experience in managing relationships with recruitment agencies and monitoring their performance.	✓	
Significant experience in sourcing candidates through various channels, including social media, job boards, networking events, and direct approaches.	✓	

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	Customer First - Helping our customers improve their lives is our 'why'.	✓	
	True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	