

**Job Title:** Talent Acquisition and Engagement Coordinator  
**Salary:** £25,000 per annum  
**Hours:** Full time, 35 hours per week  
**Responsible to:** This role is currently vacant and we will be shortly recruiting for this role. In the meantime, the post holder will report into the Director of People & Resources

### Main Duties & Responsibilities

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| <b>Recruitment Administration</b> | Source candidates across multiple mediums, identify and engage with prospective talent, manage talent pools, and build strong candidate relationships; this will include: <ul style="list-style-type: none"> <li>- Advertising roles.</li> <li>- Coordinating and recording the sending and receipt of applications.</li> <li>- Liaising with managers and HR team to ensure deadlines and role requirements are met.</li> </ul> |
|                                   | Develop, maintain and update recruitment tracking databases and spreadsheets to ensure recruitment data is up-to-date and secure. Collate monitoring information required for recruitment tracking.  |
|                                   | Ensure Centre 404 adhere to our 'Safer Recruitment' commitment across all relevant processes.  |
| <b>Recruitment Development</b>    | Liaising with stakeholders across the organisation to understand respective recruitment needs – specifically in relation to Support Worker roles; leading on the recruitment process accordingly for both rolling and bespoke campaigns.   |
|                                   | Shortlisting, arranging and conducting interviews, and liaising with managers throughout to ensure prompt and regular communication with candidates.   |
|                                   | Be responsible for Recruitment inbox and all associated actions.   |
|                                   | Key point of contact for recruitment related queries and advertising requirements internally and externally.   |
|                                   | Attend and service external recruitment events and deliver in-house recruitment events (e.g. Rapid Recruitment Days and coaching sessions for Centre 404 managers).  |
|                                   | Represent and promote Centre 404 positively and in-line with Centre 404 values and beliefs.  |
|                                   | Establish, cultivate and maintain business partnerships with relevant institutions/organisations (e.g. recruitment consultancies, Universities, Colleges, local councils, Employment and Community organisations) for recruitment advertising and promotion purposes.  |
|                                   | Conduct outreach work relating to social values partnerships which support vulnerable people/people at risk of long-term unemployment into work such as charities which support people experiencing homelessness, people with convictions, young people etc. into work.  |
|                                   | Coordinate outreach projects and ventures which include but are not limited to university fairs, community advertising, and return to work events.   |
|                                   | Lead on the Recruitment Working Group, contribute to the agenda and action items. Take minutes at RWG meetings and circulate with the relevant parties.  |
|                                   | Track outreach events, organising in advance the participants, goals and recording outcomes.   |

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|                         | <p>Prepare reports and manage trackers to show an accurate picture of outreach and recruitment activity, setting and working towards targets as agreed.</p> <p>Manage portfolio of marketing material, leading on development and production, in conjunction with the communications team. Ensure promotional materials are in stock and use is sufficient.</p> <p>Build positive, fruitful and long-lasting relationships with community and other outreach project stakeholders.</p> <p>Coordinate and lead on the government’s Kickstart Scheme programme until it’s completion in July 2022. Attend DWP organised events, process candidates, support in the organisation/running of events relating to Kickstart support e.g. interview skills workshops.</p> <p>Take an active role in the introduction of Centre 404’s new, bespoke HR system as outlined in our Digital Transformation policy.</p>   |
| <b>Staff Engagement</b> | <p>Act as an ambassador for Centre 404’s mission and values, championing the value of staff engagement, with particular focus on its impact on recruitment, retention and organisational culture.</p> <p>Create a programme of engagement projects/activities throughout the year for staff across the organisation and take responsibility to see these through to delivery and assess clear measurable outcomes through regular reporting.</p> <p>Create and use a calendar of international/national days of note, interfaith holidays and celebrations and other events/ activities to engage and promote with staff.</p> <p>Create, develop and circulate staff updates in the form of newsletters, emails, postings, etc.</p> <p>Support and develop our health and wellbeing programmes, including organising and delivering events, activities and guidance.</p> <p>Develop notice boards and messaging across all projects, ensuring material is circulated for managers to update regularly, taking ownership for these communications at main offices.</p> <p>Attend the Communications Group as a representative for staff engagement. Promote internal/external events within the Comms Group to explore the ways in which Communication is linked to Staff Engagement.</p> <p>Work with the Fundraising Coordinator to create/develop fundraising events which staff can get involved with to promote engagement and fundraising causes throughout the organisation.</p> <p>Organise and facilitate meetings with the Staff Engagement Champions, continue to recruit new Champions and grow the representatives from each service.</p> <p>Lead on the delivery of new engagement initiative ‘Thriving Thursdays’ through the planning and promotion of events.</p> <p>Collect and gather feedback from both New Starters and Leavers through both online tools and interviews. Collate findings into clear and concise reports/presentations.</p> |

## Person Specification

|  | (E) Essential requirements   | (D) Desirable requirements |
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| <b>Qualifications</b>                              | Be able to demonstrate substantial training and experience in a similar role, or demonstrate the right practical/transferrable skills  | <b>E</b>                   |
| <b>Knowledge and experience</b>                    | Experience of providing administrative support and customer service to individuals and/or a team   | <b>E</b>                   |
|  | Experience of managing a varied and challenging workload within an office environment  | <b>E</b>                   |
|  | Experience as a successful recruiter (either internal or agency), including a range of selection processes and knowledge of relevant legislation   | <b>E</b>                   |
|  | Commitment to concepts of inclusion and diversity and ability to handle confidential and sensitive information appropriately   | <b>E</b>                   |
|  | Experience of attending/presenting at promotional events and delivering information to groups of people  | <b>E</b>                   |
|  | Experience of working in charitable activities similar to those provided by Centre 404   | <b>D</b>                   |
| <b>Skills, Abilities &amp; Personal Attributes</b> | Friendly and approachable with the ability to communicate and engage effectively with a wide range of people and to present information in a clear and accessible way                                      | <b>E</b>                   |
|  | Ability to build and maintain effective and constructive relationships with colleagues, agencies, trustees, funders, volunteers and other stakeholders   | <b>E</b>                   |
|  | Results driven and proactive, with the ability to generate innovative ideas for recruitment and retention  | <b>E</b>                   |
|  | Good presentation skills with the ability to promote initiatives and the organisation as a whole to individuals and groups   | <b>E</b>                   |
|  | Proven organisational skills and excellent attention to detail with the ability to meet deadlines, prioritise a varied workload, and resolve problems  | <b>E</b>                   |
|  | Excellent written and verbal communication skills with the ability to take minutes and communicate both clearly and sensitively  | <b>E</b>                   |
|  | Ability to work on own initiative and as part of a team  | <b>E</b>                   |
|  | Good IT proficiency with working knowledge of Microsoft Office systems, data collection and management systems, as well as the ability to present information in a variety of clear and accessible formats | <b>E</b>                   |

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

# Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.