

Job Title:	Resourcing and Engagement Manager
Salary:	£34,000 per annum
Hours:	Full time 35 per week (<i>including occasional out of office hours work as required</i>)
Responsible to:	Director of People and Resources
Responsible for:	Talent acquisition and Engagement Co-ordinator

Summary of post:

Responsible for the day to day running of the resourcing and engagement team coaching and supporting the team to deliver on measurable objectives.

1. Oversee and manage recruitment for the organisation- staff and volunteers
2. Active involvement in senior and volume recruitment interviews
3. Manage staff and volunteer engagement strategy and initiatives
4. Champion equality and diversity best practice throughout Centre 404
5. Work with the Director of People and Resources on quality awards for example, Great Places to Work, Disability Confident and Investing in Volunteers
6. Oversea and develop opportunities for apprenticeships and work experience opportunities

1. Resourcing

- a) Develop a robust and agile recruitment strategy that supports the delivery of recruitment objectives. Oversee the entire process from managing the development of job descriptions with hiring managers, writing and placing adverts, building preferred supplier lists, shortlisting, interviewing and managing the job offer through to the HR Operations Team. Working with the HR Operations Manager to effectively manage the offer and on-boarding.
- b) Work with the Communications Coordinator to produce high quality social media advertising and Employer Branding.
- c) Manage all recruitment outreach activities including career events and job fairs.
- d) Work with The Director of People and Resources and Line Managers to use historical data and current contractual requirements to forecast demand and prioritise resourcing activity accordingly
- e) Engage hiring managers at every turn to build their capability in communicating Centre 404 as a great place to work, and in particular building capability in selecting candidates.
- f) Report on recruitment statistics and figures throughout the year, delivering to the Heads of Service, Personnel Committee, Executive Committee and other groups where required

2. Engagement

- a) Work closely with the Director of People and Resources to develop our engagement strategy
- b) Deliver successful, effective and inspiring training including induction, resourcing, engagement and Equality and Diversity
- c) Report on Equality and Diversity statistics and figures throughout the year, reporting to the Personnel Committee, Executive Committee and other groups where required
- d) Oversee implementation of our Equality and Diversity standards and commitment in all of our recruitment and HR processes and activities

3. Volunteering

- a) Lead on the recruitment, engagement and retention of volunteers across the organisation by developing sustainable volunteering opportunities that support our strategy, culture and people plans, through the development of sound business cases, impact monitoring and evaluation
- b) Lead on the day to day development of the Employee Volunteering Programme and be the primary contact for the corporate sector
- c) Work with the Fundraising Coordinator to develop and nurture relationships with staff and volunteer fundraisers with the aim of maximising funds raised
- d) Develop volunteering opportunities and take positive action to recruit volunteers from diverse sections of society and develop specific programmes: - for example Young People/Duke of Edinburgh
- e) Develop and manage a framework to support the volunteer journey

Other key activities

Including but not limited to the following: -

- Deputise for the Director of People and Resources in her absence or in busy periods for HR and people duties. Participate in developing a positive and productive working culture in the Central Service alongside the HR Operations Manager and Premises Manager
- Undertake any other reasonable duties as commensurate with the aims of the post and as requested by management

Person Specification

(E) Essential requirements (D) Desirable requirements

Qualifications	MCIPD level 7 or gained similar/equivalent level of training and experience through other means	E
	Demonstrated commitment to continuing professional development and a willingness to further develop within the role	E
Knowledge & Understanding	Skilled at analysing recruitment trends and challenges to form innovative recruitment plans	E
	Good working knowledge and understanding of recruitment processes, including safer recruitment best practice and apprenticeships	E
	Insight into employment legislation	E
	Understanding of voluntary sector and community-based work and the issues facing people with a learning disability	D
	Understanding of, and commitment to safeguarding and promoting the welfare of vulnerable children and adults	D
	Good general working knowledge and understanding of data protection, with the ability to take responsibility for reasonable compliance	E
	Appreciation of the dynamics and responsibilities of line management, organisational change and structures, and the impact of this on employees	E
Experience	At least 3 years' experience in an HR role or with extensive relevant responsibility in similar roles	E
	At least 1 years' experience in line management	E
	Experience building positive, successful working relationships with external parties (recruitment agencies, providers, etc.) with strong negotiation and value for money approaches	E
	Experience of financial processes, making basic financial decisions and presenting costing exercises	D
	Experience of advising senior managers on best practice and employment law advice	E

	Experience of having provided recruitment support for senior roles, experience of undertaking research, market mapping and direct approaches on passive candidates	E
	Experience of following best practice and legal requirements with the recruitment and employee lifecycle process	E
Skills/Abilities/Personal Attributes	Excellent interpersonal skills, including active listening, communication with colleagues, service users, family carers, and any other third parties	E
	Planning, prioritisation and project management skills, alongside the ability to appropriately delegate tasks where required	E
	Proven negotiation skills with the ability to compromise and exercise resilience, good judgement and discretion when dealing with complex and confidential issues	E
	IT proficient, with the ability to use a range of computer software including MS Office.	E
	Previous experience of using People X'cd/Salesforce	D
	Extremely high levels of confidentiality and sensitivity	E
	Ability to handle difficult conversations in a professional manner	E
	Positive and solution focused	E
	Ability to manage high recruitment levels and multiple projects and support a busy and varied team and line manager	E
Other	Flexibility with working hours, willing and able to attend evening and weekend activities (for which TOIL will be given)	E