

JOB DESCRIPTION: Recruitment Manager

REPORTING TO: Head of Quality

LIAISE WITH: Quality Team, Operations Team, Communications Team and other Administration staff.

MAIN PURPOSE: To develop, administrate and implement the systems for recruitment and retention of the Challengers staff and volunteers.

DUTIES, RESPONSIBILITIES AND FUNCTIONS

What the job involves

1. To work with the Operations and HR teams to ensure we have effective recruitment of paid team members including Leaders, Deputies and Workers.
2. Support Hiring Managers across departments to recruit to permanent roles in our office based roles.
3. With the support of the Senior Team and Operations team develop and grow the volunteering offer to ensure we offer good quality opportunities for volunteers.
4. Using our CRM database maintain our current recruitment and volunteering relationships and focus on developing new ones in areas where recruitment is challenging.
5. Use our contacts and relationships to organise roadshows, presentations and promotional events aimed at recruiting paid and volunteer roles, liaising with the Operations and HR teams to ensure coverage across all schemes and ensure we focus our endeavours strategically.
6. Manage paid recruitment promotion such as on-line job boards, press and other recruitment channels using the allocated budget for all roles.
7. Liaise with the internal Communications team to ensure there are effective social media campaigns in place to promote play and youth roles.
8. Organise recruitment events throughout the year to ensure there are sufficient, and suitably located events to enable us to recruit enough staff and volunteers for the Play and Youth schemes.
9. Administrate incoming applications appropriately using the CRM systems and share with Hiring Managers as appropriate.
10. To be part of and support the Quality Team with effective systems to operate efficiently and professionally with the aim of providing high quality recruitment and retention systems for Challengers staff and volunteers.
11. Keep up to date with legislation and policy related to recruitment and volunteering and ensure Challengers works within these guidelines.
12. Support the team to comply with the Health and Safety at Work Act (information available from Challengers).
13. To report any concern about a child's welfare or safety in accordance with Challengers Child Protection Policy and Procedure.
14. To perform any other duties as they become necessary at the discretion of the Head of Quality and Compliance and the CEO.

PERSONAL SPECIFICATION

Qualities, character, attitude and experience expected of Challengers staff

To conduct yourself and represent the Charity in a manner which reflects all the values of *The Challengers Approach*.

1. Commitment to Equal Opportunities and Inclusion. A commitment to developing an understanding and appreciation of the experience of disabled, young people and their families – a practical appreciation of the barriers to inclusion that disabled children and their families experience.
2. Experience of administrative work.
3. Good organisational skills combined with an ability to prioritise and manage own workload.
4. An ability to sustain professional relationships and communicate with a range of people in different ways – including meeting with professionals, presenting to groups, talking with disabled children and their families/carers in a professional and effective manner.
5. Able to work in a busy team often in an informal working environment.
6. A familiarity with and ability to use Windows-based applications (email, word processing, spreadsheets) and database management skills and the ability to produce clear, concise reports.
7. Prepared to attend training and to learn new skills which will include Safeguarding and Disability Equality.
8. Commitment to the development of high-quality, interesting, fun and creative play opportunities for disabled children.
9. Although the post is not 'hands on' play or youth work, the post holder will need to come with or be prepared to develop their understanding of the importance of all children's need to play.