

HEAD OF RECRUITMENT - RECRUITMENT PACK

- Location:** London/Remote working. For staff based in London, there are 2 core days per week at our London Office. For staff outside of London, there is more flexibility (with all staff expected to travel to the office at least once per month).
- Hours:** Full-time (37.5 hours per week – Monday to Friday) although we will consider applications for 0.8 FTE. We can discuss flexible working patterns, e.g., school hours, as needed.
- Duration:** Fixed Term Contract until May 2026
- Salary:** Salary £50,000 per annum, (includes £2k London weighting)
- Start date:** ASAP
- To Apply:** CV & Supporting Statement (See 'How to Apply' at the bottom of this document).
Applications without a cover letter will not be considered.

HELPING STUDENTS GET FURTHER

One in three students leave school each year without a pass in GCSE English and maths - **this rises to over one in two for young people from disadvantaged backgrounds**. Without GCSEs in English and maths, these young people are significantly more likely to drop out of education and are locked out of key professions, apprenticeships, and university courses.

Get Further exists to change this. Our charity has an award-winning tuition programme that helps students from disadvantaged backgrounds in further education to pass GCSEs in English or maths. We place highly qualified, specialist English and maths tutors in further education, who deliver a bespoke curriculum that builds confidence and skills in these core subjects.

Small group tuition is proven to be the most effective intervention for improving outcomes, fast. Students on our programme are more likely to move up at least 1 grade between the start and end of the course – **with results twice the national average**.

To help more students get further, we are seeking a driven and passionate **Head of Recruitment** to play a key role in the charity as we scale up our Tutor Team to undertake our first large-scale external evaluation of our programmes in 2025/26.

OUR TEAM, VALUES AND BENEFITS

Our central team currently comprises some 26 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ over 80 active tutors. Our main office is in Kings Cross, London, although we also have team members based in Wales, Yorkshire, Norwich and elsewhere. We share our office with another educational charity, Axiom Maths.

We promote a supportive, collaborative, and inclusive working environment and are guided by our core values. These values are at the heart of our organisation's personality

At Get Further, we are:

BOLD We are bold and unafraid to go against the grain.



OPTIMISTIC We are optimistic through setbacks, retaining a sense of possibility in the face of challenges.

AMBITIOUS We are ambitious for students who are yet to achieve gateway English and maths qualifications.

TENACIOUS We are tenacious in our drive to achieve impact for the students we support.

Our benefits include:

- 36 days of holidays per year (including bank holidays)
- Ongoing learning and development opportunities
- Flexible hybrid and remote working
- Termly 'in-person' team development days at our offices in London
- The opportunity to work in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.

ROLE DESCRIPTION

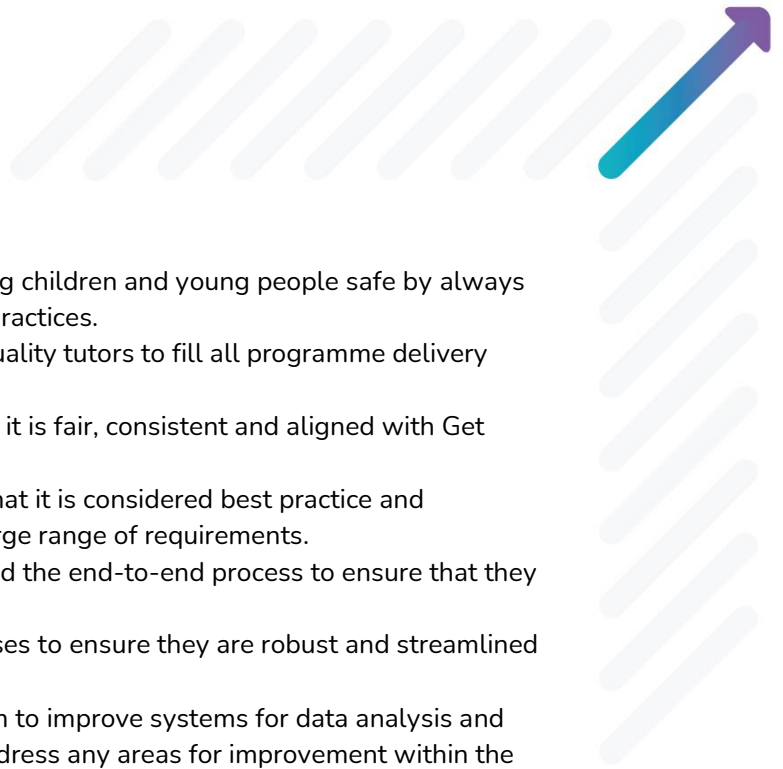
The **Head of Recruitment** will be a key member of our Senior Management Team (SMT) and take ownership of our Recruitment Strategy for our Tutor Team. This role is vital to the effective delivery of our first RCT and an opportunity to lead an exciting part of the charity which makes a real difference to the students we support.

The role will oversee the attraction, selection, onboarding and retention of exceptional subject specialists joining our Tutor Team. Within this, you will manage two dedicated and talented Senior Recruitment Officers to increase our partnerships within the Higher Education (HE) sector, currently our largest tutor recruitment pool and ensure we meet or exceed our targets while maintaining the highest standards in our Tutors supporting students to achieve their gateway qualifications.

Attraction and Partnerships

- Continue to develop our strategy for attracting high-quality, diverse applicants to our Tutor Team.
- Develop the Get Further Brand and partnerships within the Higher Education (HE) Sector, early-careers sector and wider markets.
- Conduct research and stay up to date with market trends on attraction and outreach strategies for graduates and other relevant candidate pools.
- Plan targets and pipeline management for both, short and long-term objectives and ensure we deliver on these targets.
- Evaluate and analyse data to identify risks and address any challenges, reporting to the Executive Leadership Team and the Board on progress towards KPIs.
- Oversee the development and delivery of compelling recruitment materials and activities to promote the benefits of being a Get Further Tutor.
- Oversee the allocation of budgets and resources for recruitment activities to successfully remove obstacles and achieve strategic objectives.

Selection, Onboarding and Processes



- Lead on Get Further’s commitment to keeping children and young people safe by always promoting and delivering safer recruitment practices.
- Lead in finding and retaining enough high-quality tutors to fill all programme delivery requirements.
- Oversee the selection process to ensure that it is fair, consistent and aligned with Get Further’s quality expectations.
- Oversee the onboarding process to ensure that it is considered best practice and candidates are supported, to navigate the large range of requirements.
- Lead on the candidate journey framework and the end-to-end process to ensure that they have the best possible experience.
- Oversee all recruitment systems and processes to ensure they are robust and streamlined to manage a growing volume of candidates.
- Work closely with the Impact and Data Team to improve systems for data analysis and evaluation, using this data to identify and address any areas for improvement within the current processes.

Team Management and Collaboration

- Provide management of our Senior Recruitment Officers to support their development and successful delivery of their roles.
- Work closely with Head of Resits and Head of Function Skills Tuition Programmes to ensure all tutors in the Tutor Team are fully trained and tuition programmes are fully resourced for delivery, including a pool of reserve tutors.
- Provide expertise to the Senior Management Team on Recruitment and contribute to the broader strategic objectives of the organisation.

PERSON SPECIFICATION

We have set out the skills and experiences most important for this role below, and how they will be assessed via the application (A), interview (I) and a task related to the role (T).

ESSENTIAL	A	I	T
• Commitment to Get Further’s mission and values, including passionate about tackling educational inequality.	A	I	
• Embody our organisational culture of using data to improve insights and performance being evidence led and analytical.	A	I	T
• Ability to hold yourself and others accountable and always remain open to learning from others	A	I	
• Proven ability to lead and work across a high performing organisation, and consistently achieved and exceeded targets	A	I	
• Excellent project management experience: from planning and managing projects, tracking key deliverables, overseeing budgets and financial controls.	A	I	T
• Evidence of successful line management, training and delegating to a team and monitoring individual performance	A	I	
• Knowledge of graduate and early careers recruitment market	A	I	
• Familiarity with database systems, like Salesforce (or able and interested in learning to use a database management system)	A		



<ul style="list-style-type: none"> Strong IT skills e.g. MS Office (Word and Excel etc.) 			T
<ul style="list-style-type: none"> Knowledge of GDPR requirements, policies, processes and organisational compliance. 	A		
<ul style="list-style-type: none"> Problem-solver: enjoys troubleshooting and demonstrates a 'solution-oriented' approach. 		I	
<ul style="list-style-type: none"> Excellent communication skills (including written and verbal skills). 	A	I	T
<ul style="list-style-type: none"> Excellent interpersonal skills: ambitious, optimistic, tenacious and supportive team member and ability to manage external stakeholders effectively. 		I	
<ul style="list-style-type: none"> Organised, excellent time management, highly flexible and can work well independently. 		I	T
<ul style="list-style-type: none"> Committed to safeguarding the young people we work with via compliance with safer recruitment practices, safeguarding frameworks and keeping confidential/sensitive information secure. 		I	
<ul style="list-style-type: none"> Highly motivated to maximise impact, at an individual and organisational level 	A	I	
DESIRABLE <ul style="list-style-type: none"> Familiarity with the FE sector. Experience in supporting the development and implementation of a high-volume recruitment strategy 	A and I (for you to highlight, as relevant)		

HOW TO APPLY

Your application must include:

- **A CV of no more than 2 sides of A4; and**
- **A supporting statement which includes your answers to the following three questions:**

1. Why do you want to work for Get Further? (200 words);
2. For each of the following four subheadings from the "Role Description" section of the job specification, which of your projects/work to date demonstrates that you would be successful in this role?
 - Attraction and Partnerships
 - Selection and Processes
 - Management of team and stakeholders

Please describe your specific role in the projects/work and the impact that you had. (600 words)

3. If your application is successful, what two aspects of the role would be the biggest challenge for you, and how would you resolve these challenges? (300 words)

Please send your application to applications@getfurther.org.uk with the subject Head of Recruitment by **9am on Monday 6th January 2025**. Incomplete applications will not be processed.



The first-round interviews will be held online on Monday 13th January 2025, followed by a second in-person interview on Monday 20th January 2025.

Please confirm in your email if you are available to attend interviews on these dates.

*This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. Please let us know if you require any reasonable adjustments to be made throughout the recruitment process.*