

Job Description

Job Title:	Recruitment Administrator
Service:	Human Resources
Reporting to:	HR Manager
Salary:	Circa £24,000 FTE (£14,400 actual)
Working Pattern	21 hours – flexibility in working pattern
Location	Home based

Purpose of the Role:

- To provide recruitment administrative support to the Coram Voice Independent Visitor Service
- To ensure administrative processes are consistent, timely, of a high quality, and compliant with legal and organisational requirements.
- To support the assigned HR Business Partner and Coram Voice IV Service to provide a value adding Service.

Main Duties and Responsibilities:

- To respond to telephone and email enquiries, appropriately, consulting with the HR Business Partner and Coram Voice IV Service where required.
- Provide all recruitment administration support.
- To maintain strong communication channels and working relationships between the Coram Voice IV Service and HR
- To draft and produce standard letters, documents and emails for internal and external customers as directed.
- Ensure all DBS and pre-employment checks are carried out fully, in a timely manner and monitored effectively including reporting to the wider team.
- Manage the onboarding process from offer letter through to joining instructions and induction.

- Manage the accurate recording and monitoring of the volunteer lifecycle on the HR Database.
- Manage the leaver administration process.
- Maintain and develop the HR electronic filing system, including timely archiving of data.
- Ensure that the organisation complies with all applicable regulations, laws and employment standards.
- Carry out any other reasonable ad hoc duties in order to support the HR team & IV service and ensure that the demands of the post are met.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

Person Specification

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Experience

- Experience of providing effective administrative support to a busy team.

Skills and Abilities

- Excellent organisational skills.
- Good attention to detail and ability to keep accurate records.
- Good level of numeracy
- Good problem solving and analytical skills.
- Ability to work with minimal supervision.
- Ability to multi-task, prioritise and work to strict deadlines.
- Strong IT skills, including Microsoft Word, PowerPoint, Excel, Outlook.
- Ability to maintain manual and computerised filing systems.
- Excellent interpersonal skills, able to relate professionally to staff at all levels.
- Excellent written English, strong email communication skills.
- Calm and resourceful with the ability to respond effectively and positively to pressure.
- Ability to maintain strict confidentiality and discretion at all times.
- Enthusiasm and a willingness to learn new skills.
- Team player with a professional, flexible, and positive approach to work.

Knowledge

- Good understanding of effective administrative processes and practices
- Awareness of recruitment processes and best practice.