

Recruitment Administrator



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

We're looking for a Recruitment Administrator to join us to deliver a high-quality recruitment service to both hiring managers and candidates. You will provide support to our small recruitment team to help deliver an excellent recruitment service to Age UK, providing administrative support across all areas of the charity. You will be a highly organised team player, with a proactive and customer focused approach to everything that you do and be meticulous in your attention to detail.

What you'll do for us:

- Shortlist & send applications to hiring managers.
- Handle administration relating to recruitment for Age UK.
- Deal with any queries from hiring managers and help ensure colleagues have access to all information they require, including information which they access via the Applicant Tracking System.
- Liaise with hiring managers and candidates to set up and amend interviews.
- Ensure all paperwork and feedback is accurately captured in relation to any recruitment activity.



“Recruitment is ever-evolving and I'm keen to engage with candidates from a diverse range of backgrounds, to see if I can find the right role for them and ultimately, Age UK!”

Rhys Coulson
RECRUITMENT
CONSULTANT

Our values



Collaborative



Impactful



Ambitious



Inclusive

Recruitment Administrator



- Undertake electronic filing in a timely and efficient manner.
- Escalate any complaints or concerns to one of the Recruitment Consultants.
- Support the Recruitment Consultants in producing accurate and helpful Management Information about recruitment activity across the charity, challenging ways of working and ensuring we are using the most cost effective and successful means to attract candidates.
- Be the first point of contact for reference request queries and incoming calls to the recruitment hotline and shared inboxes.
- Support the Recruitment Consultant with any administrative task required throughout the recruitment process.
- Be responsible for keeping electronic folders in an organised and logical format.
- Undertake additional duties as required, commensurate with the level of the job.
- Demonstrate commitment to Age UK's values.

Must haves:

The letters after each competency indicates at what stage in the selection process this area will be assessed

(A) = Application (I) = Interview

- Experience of working in a fast-paced administration role (A).
- Experience using a database or digital data storage system (ATS) (A,I).
- Efficient in using basic MS Office applications, such as Word and Excel (I).
- Skilled in using Microsoft Excel to set up spreadsheets, analyse and process data to illustrate salary costs and forecasts (A, I).
- Results focussed with the ability to work under pressure and to meet tight deadlines whilst maintaining a focus on professional standards (I).
- A team player with the ability to build relationships and work effectively with a wide range of people (I).
- Good communicator working across numerous teams and providing a service to a remote team (I).
- Sound planning and organisation with good attention to detail (I).

Location

Hybrid/Ashburton

People management

No

Division

People Team, Property, Facilities or Health and Safety



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

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- Strong verbal and written communication skills (I).

Great to have:

- Basic understanding of recruitment legislation.
- Some knowledge of recruitment administration.

Any other relevant details

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

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