

Onboarding and Recruitment Manager

About the role

We're an organisation that's all about people. We recruit over 500 passionate individuals each year for seasonal roles working with children on our internal programmes (Kings Camps) and for external partners (UK and worldwide). We're looking for a forward-thinking individual to join our Managerial tier, line Managing our end-to-end Recruitment and Onboarding process, and the people involved in its delivery. This role will ensure we meet annual targets for seasonal recruitment and that every individual we hire is qualified, suitable and equipped to work safely with children.

You will share our commitment to safeguarding, implementing attraction strategies and safer recruitment processes to ensure appropriate individuals are hired for work with children, that they are hired on time and that they have the relevant suitability and pre-employment checks prior to starting work.

You'll be a people person and a decision maker, communicating regularly with candidates and the wider team to gather information, or follow up on any staffing or safer recruitment concerns. You'll need to work flexibly to maximise engagement time and seasonal workflow.

We are committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work, and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.

Kings Active Foundation is a UK registered charity
(1105460 / SCO43119)

📍 Osborne House, 47 Snaithing Lane, Sheffield, S10 3LF

☎ 0114 2632150



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Key Responsibilities

1. Recruitment Activity

- Set staffing targets and volume expectations
- Build professional networks to attract potential candidates
- Identify marketing opportunities
- Manage partnerships with clients and job boards
- Be the first point of escalation for candidate decisions, interview volume and second stage interviews
- Identify and escalate challenges with volume or quality of applications

2. Safer Recruitment

- Continually improve and make healthy efficiencies IN our Safer Recruitment and Compliance Processes
- Ensure seasonal recruitment targets are met in good time for candidate onboarding and training
- Ensure safeguarding requirements and standards are met throughout the recruitment and onboarding process
- Ensure staffing policies are met including staff ratios, qualifications and experience requirements plus venue or site-specific requirements

3. Leadership

- Line Manage a team of recruitment and onboarding specialists
- Provide whole department leadership in the absence of the Head of Recruitment
- Audit check quality of interviews and candidate recruitment experience
- Manage and monitor weekly performance outputs
- Budget Management

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Person Specification

- 2 years' team management or leadership experience
- Safer recruitment or safeguarding experience
- Organised and with a high level of attention to detail
- Self-motivated with the ability to problem solve and take decisions
- Understanding of GDPR / sensitive data
- First-hand experience of relationship building or communication
- Able to multi-task and driven to work towards targets
- Excellent communication and IT skills
- Must be eligible to work in the UK

Our Culture & Benefits

- Our People: Work in our like-minded, dedicated and passionate team that aligns with our mission and shared purpose - to get children active, having fun and learning together.
- Salary: From £32,000 per annum
- Pension: We offer more than the norm, with an enhanced pension and employer contributions (5%), and we also offer a Group Life Assurance Scheme
- Holiday: In addition to statutory holidays, we offer a generous starting holiday allowance of 25 days per annum with additional holidays being added after 2 years' service up to a maximum of 30 days per annum (after 5 years' service).
- Work Patterns: 37.5 hours per week, within 8am-6pm Mon to Fri but, in the modern working world, flexibility is key and embracing peak demand at popular times of the year is required from our team.
- Our Meetings: We start every week with a Monday Morning Meeting (MMM) for the whole team to connect and we're also deliberate about meeting formally every 3-4 months with a Quarterly Brief - each of these help with comms and provide every member of our team with development opportunities.

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Our Culture & Benefits

- How we celebrate: We all gather at a monthly social with our famous Friday Quiz and we also offer nominations and awards for those who exhibit our values each quarter.
- Our Offices: We consider ourselves lucky to be in beautiful offices in a leafy suburb of Sheffield. We have free on-site parking, bike store and good public transport links. We're out of the hustle and bustle of the city centre, but there's plenty of local shops & cafes close by.
- Discounts: We offer free places on our holiday programmes for your children (5 to 17 year olds), a cycle scheme, travel and social opportunities and a range of discounts and rewards, including charity worker benefits!
- Training: As well as a bespoke onboarding plan linked to your new role at Kings Active Foundation, you'll receive market-leading Safeguarding training and a free disclosure check as part of our safer recruitment commitments.

About Us

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together. We're experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes. We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

Our Safeguarding Promise

We're committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.

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