

JOB DESCRIPTION – Recruitment & Compliance Administrator

<u>Responsible to:</u>	Recruitment Specialist, with dotted line to second Recruitment Specialist
<u>Key dimensions:</u>	Staff directly responsible to post holder: 0
<u>Purpose of role:</u>	To support the Recruitment Specialists (x2) with general recruitment administration including job advertising, reviewing CVs, arranging interviews, job offers and pre-employment checks
<u>Values:</u>	To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.
<u>Location:</u>	Head Office with occasional travel to the Homes

Principal Responsibilities

- Supporting the Recruitment Specialists with ongoing recruitment campaigns, projects and other recruitment activity
- Checking the recruitment inbox on a daily basis, responding to enquiries, and directing candidates as required
- Assisting the Recruitment Specialists with the end-to-end recruitment process
- Placing advertisements and managing job adverts across all job board platforms for Head Office and Homes. Ensuring consistency across all job boards
- Reviewing CVs for specific roles, preparing shortlisting matrixes, assisting in interview scheduling and collaborating directly with Hiring Managers and candidates
- To work closely with the Registered Manager(s) of Homes which need further recruitment support including posting adverts on their behalf, setting up interviews, and managing candidates through the pre-employment checks and offer process
- To prepare job offers and contracts as instructed by the Recruitment Specialists
- To carry out full compliance checks on Head Office and Management level new recruits, including reference checks and DBS checks, and preparing personnel files
- To carry out recruitment file audits at Homes as instructed by the Recruitment Specialists and the HR Operations and Systems Manager
- To work closely with the Management and Office teams of Homes to guide them on best practice recruitment and assisting in set up of recruitment resources

- Updating social media pages for Head Office including Glassdoor and Indeed as well as Facebook for Homes where required. To include, in time, working in conjunction with the Marketing and Communications department, to fully utilise all relevant social media channels and ensure all branding and information is up to date and correct.
- Compile the monthly updates from HR teams i.e. HR, Payroll and Recruitment into a newsletter to be released to Home Managers.
- To support homes with other ad-hoc recruitment attraction methods including but not limited to arranging and overseeing open days, taking part in local careers fairs, working closely with job centres, colleges, hospitals and other professionals linked to recruitment.
- To assist with providing information for the purpose of KPI reporting
- To assist with implementing and maintaining HR tools and internal systems.
- To adhere to best practice, legislation, regulations and the policies and procedures of Greensleeves Homes Trust

In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by the manager from time to time.

JOB DESCRIPTION – RECRUITMENT COORDINATOR

Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____