



Job Description

Job Title: Recruitment and Development Manager
Department: HR
Reporting To: Head of HR

Main Purpose: To drive the recruitment strategy for the organisation. Seeking best practice approaches that are effective and compliant with safer recruitment processes that ensure the resourcing needs of the organisation are met.

To identify and lead on ways to foster employee growth through effective training and development programs and opportunities for all staff.

About Us

The Edmund Trust & Eddie's has been proudly supporting people across the East of England with learning & physical disabilities, autism and complex needs for over seventy years. We work to provide lifelong opportunities and create positive lifestyles for people to be equal and active members of the community.

We provide person-centred support, allowing individuals to choose how they want to live their lives, enabling them to reach their full potential. We encourage people to achieve their aspirations with outcome focused support. Working alongside our values of Commitment, Collaboration and Positive Interactions.

Main Duties - Recruitment

- Identify resourcing requirements across the charity by liaising regularly with internal stakeholders to ensure resourcing needs are understood and met. Build strong relationships with hiring managers to understand their needs and enhance the recruitment process.
- Create inspiring, bespoke and innovative recruitment campaigns to attract candidates who align with our values using timely and cost effective processes that meet safer and inclusive recruitment practices
- Utilise all avenues to positively promote the organisation to increase visibility and make it easy for candidates to apply. This includes social media, job boards, networking, application processes and events.
- Organise and join interviews with Support Workers and other roles where required, continuously review approaches with the aim to improve the effectiveness of the current recruitment selection exercises
- Ensure statutory, regulatory and contractual compliance through full, complete and timely administration of all recruitment documentation



- Manage and lead, in collaboration with the HR team, the end to end onboarding process ensuring excellent and welcoming candidate engagement during on-boarding. Maintain regular communication with candidates throughout the on-boarding and induction processes, reducing “drop outs” and supporting retention
- Working with senior managers to ensure the induction process truly supports new starters, in order to increase retention rates
- To utilise current trends, data and feedback on recruitment processes to drive continuous improvement

Main Duties - Development

- To be the main point of contact in regards to all learning and development matters. To work collaboratively with senior managers and the HR team to continually review our current training offer (internal and external) to ensure it is aligned to our industry and fit for purpose
- To monitor and evaluate the effectiveness of training initiatives and to ensure our targets for the training year are met. Work with the HR team to utilise training metrics and feedback from staff to report on trends or improvements.
- Attend monthly training meetings to contribute ideas and recommendations to senior management in relation to developments within the L&D strategy
- To be the main point of contact with the development and delivery of the Apprenticeship framework. Supporting managers and participants through the program, to achieve development and coaching objectives
- Collaborate with Senior Managers and the HR team to assess training needs, to design and create succession plans and career pathways for all staff in the organisation

Person Specification

- Previous experience of leading and managing safer recruitment campaigns ideally in this industry
- Exceptional attention to detail and ability to follow safer recruitment processes
- Excellent organisational and time management skills
- Excellent communication skills both verbal and written with the ability to establish and maintain excellent working relationships both internally and externally
- Excellent IT skills in Microsoft applications relevant to role
- Previous experience of a training and development role with marketing skills including the usage of social media
- An understanding of employment law relevant to recruitment and GDPR
- Able to work with a collaborative approach, with creative and innovative approaches, an excellent team player and positive role model



General

- As an employee of The Edmund Trust, you should role model our values, creating a positive working environment, advocating inclusion and equality, creating a culture that recognises and celebrates diversity.
- Adhere to and promote the Company's policies, being accountable for the H&S of yourself and others
- Work with integrity and adhere to confidentiality and security of information at all times, complying with all legal requirements relating to GDPR
- Undertake training as requested by the company
- Carry out any other duties as reasonably requested from time to time