

# Recruitment Consultant – 12 month FTC



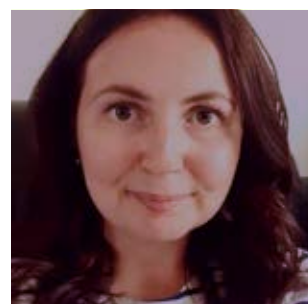
Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach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

## The job, in a nutshell

To provide an efficient, professional recruitment service to hiring managers and to ensure each candidate has the best experience of Age UK. To source talent directly using a variety of recruitment tools and talent pooling a pipeline of suitable applicants for hard to fill, reoccurring and specialist roles. Maintaining a safe and fair recruitment service for all.

## What you'll do for us:

- Manage a variety of vacancies and build excellent relationships with hiring managers, to support and understand their requirements with a hands on/can do approach.
- Support the candidates' experience through the recruitment process; from sourcing to onboarding.
- Manage the Applicant Tracking System (ATS) through all stages of the process to ensure the auditing of recruitment processes are clear.
- Proactively headhunt candidates for roles by reaching out of prospective candidates and selling the role and the charity to them, thereby increasing the engagement of candidates.



“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!”

**Chelsey Keohane**  
RECRUITMENT  
CONSULTANT

## Our values

### WE ARE BOLD

In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

### WE ACT TOGETHER

With and for older people - We act as one team, collaborating to get things done.

### WE ARE FOCUSED

On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

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- Determine the best tools and resources to source candidates for each role based on requirements
- Research, prepare and tailor role information, job packs, selection criteria and advertising to the requirements of the hiring manager.
- Manage and support the supply of suitable, appropriate and tailored feedback to candidates including offers, rejections, invites to interviews to not only protect the charity but provide a constructive, positive relationship with both successful and unsuccessful candidates.
- Be responsible for calling and pre-screening candidates using the job descriptions, sending over appropriately selected candidates to hiring managers for review and shortlisting.
- Ensure candidates are assessed and selected fairly, coaching managers to make robust and measurable selection decisions through, sifting, shortlisting, panel interviews and assessment, tailoring your approach according to the hiring manager to ensure that working relationships remain robust and collaborative.
- Influence hiring managers by highlighting skills and attributes of candidates to the hiring managers and pragmatically challenging any decisions by having clear, open and detailed communication with them.
- Build a talent pool of future candidates by recording and monitoring candidates effectively within the system.
- To liaise with candidates to determine marketplace movements within each sector, adding value to the MI information provided.
- Ensure that consideration to budget management is at the forefront of decisions being made around effective use of advertising resources and the use of agencies for CV sourcing.
- Working with third party suppliers and building up solid relationships to ensure that the right candidate is put forward for the roles being advertised, where appropriate.

## Must haves:

- Must be able to demonstrate experience of working within agency, in-house or managed service recruitment environment at consultant level.

## Location

Hybrid/Ashburton

## People management

Yes

## Division

Services



[ageuk.org.uk](https://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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- Able to prioritise and work to strict deadlines.
- Have knowledge of a variety of industry sectors and operational roles within a large and complex organisation.
- Manage a variety of vacancies and build excellent relationships with hiring managers, to support and understand their requirements, with a hands-on can-do approach.
- Be confident in sharing and influencing hiring managers about recruitment best practice at all stages of the recruitment process.
- Have good recruitment account management experience and have the ability to search and select.
- Be able to work using your own initiative, alongside working as a team player and coach to new colleagues and line report \* (where applicable).
- Ability to manage multiple complex recruitment projects and work in a high-pressure environment.
- Understand how to safeguard the charity by ensuring that processes and procedures are understood and adhered to throughout the recruitment process.
- Experience of creating engaging content on social media.

## Great to have:

- Experience of leading, influencing and supporting a diverse range of people.
- Commitment to Equity, Diversity and Inclusion.

## Location

Hybrid/Ashburton

## People management

No

## Division

Shared Services



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