

Job description

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland.

Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it.

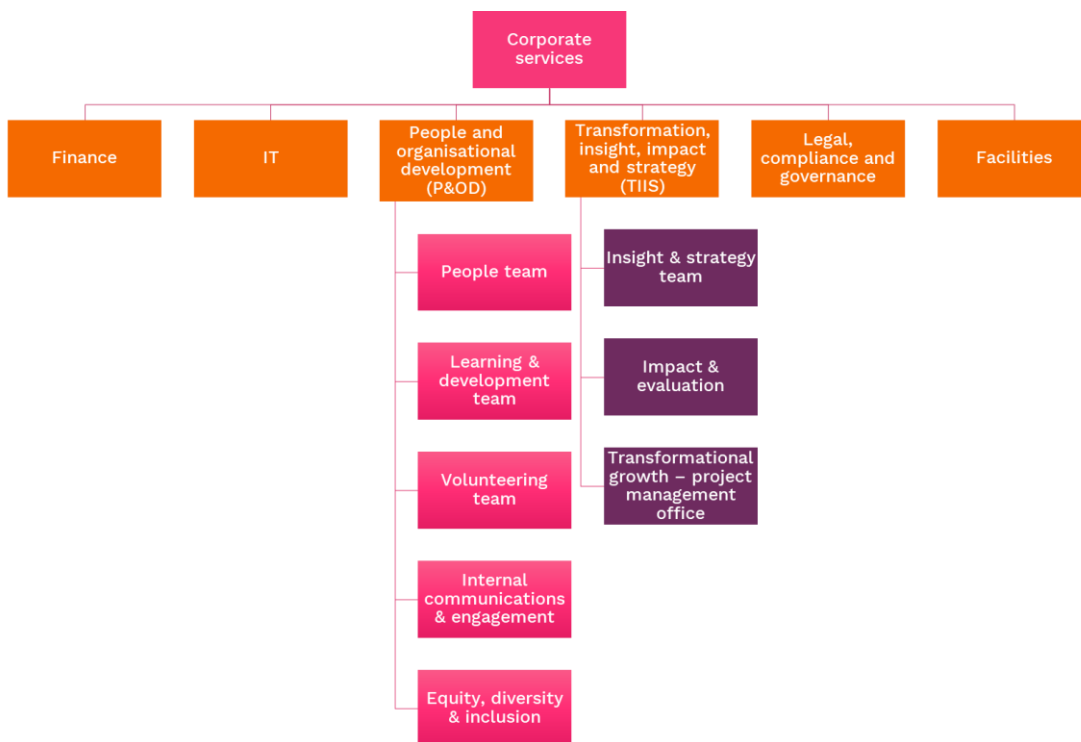
Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

| | |
|--|---|
| Job title | Recruitment coordinator |
| Directorate | Corporate services |
| Team | People team (part of people and organisational development) |
| Job title of reporting manager | HR advisor, recruitment lead (Dotted line to the HR advisor, payroll lead) |
| Job title(s) of direct reports | None |
| Document created (month and year) | April 2024 |

Overview of directorate

The corporate services directorate provides professional support services for the organisation. Our role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals. We do this through legal compliance, business planning, people and organisational development, impact evaluation, insight gathering, strategy development, professional dealings with internal and external stakeholders, and by following good business and sector practice. The directorate is made up of the following teams:



The role of the people team in P&OD is to support the charity with recruitment and selection, onboarding, reward and recognition, HR policy and procedure, employee relations, performance management and talent and career management. P&OD also includes learning and development, internal communications and engagement and works to support our commitment to equity, diversity and inclusion.

Job purpose

To provide a professional, comprehensive and proactive recruitment service to the people team, supporting the HR advisors with Breast Cancer Now's recruitment and selection processes and campaigns.

To be the first point of contact for recruitment related queries from managers and candidates and direct them where possible to the relevant team member.

To be a key user of Breast Cancer Now's applicant tracking system (ATS), providing comprehensive support with the development of the applicant tracking system and advertising platforms.

To upload vacancies and supporting information onto our online advertising platforms.

To work closely with the HR advisors and the HR and organisational development manager with interviews, the creation of a range of recruitment reports and any other recruitment and selection-based projects.

Key tasks and duties

Recruitment and selection

- To be responsible for supporting the 2 HR advisors with the all the administration associated with Breast Cancer Now's recruitment campaigns. Ensuring the provision of a proactive and streamlined recruitment support is provided to managers. This includes providing guidance to managers on Breast Cancer Now's applicant tracking system.

- To become familiar with the recruitment and selection policy and procedure and the separate recruitment and selection guidance notes to ensure tasks are completed in line with our recruitment practices.
- To provide support with updating and ensuring correct branding and formatting of all Breast Cancer Now recruitment and selection literature, including recruitment adverts, job descriptions, interview questions, shortlisting and any documents associated with a campaign's selection process.
- To liaise with the HR advisors and HR and organisational development manager to create recruitment packs, for senior level recruitment. To develop an understanding of the design package used by the team so as to become proficient in creating the packs unaided.
- To ensure all approved vacancies and supporting information are uploaded onto appropriate online advertising platforms.
- To be responsible for managing the recruitment inbox, responding to any queries that are sent to the inbox and prioritising as necessary within our agreed SLA.
- To actively support and provide guidance to recruiting managers at the beginning and during all the stages of the recruitment process.
- To support recruiting managers with the administration relating to the shortlisting process and raise any potential concerns with them. To notify the HR advisors when an internal candidate has been shortlisted for a role.
- To work closely with recruiting managers to coordinate interview dates and times with shortlisted candidates.
- To liaise with external stakeholders, for example recruitment agencies and other digital and online recruiting platforms.
- When necessary to actively represent the people team at interviews.
- To ensure all applicants not selected before and after the interview stage are notified accordingly and in a timely and sensitive manner.
- To arrange and coordinate any written or verbal feedback requested following interview, working with the recruiting manager and the HR advisors as necessary.
- To ensure all electronic filing systems relating to recruitment and selection activity are up-to-date and accurate and when necessary, archived as appropriate. This includes systems relating to current and closed recruitment campaigns and the master folder of job descriptions.
- To liaise with the HR coordinator as necessary regarding the commencement of the onboarding process.
- To support the HR advisors to build and maintain a range of recruitment and EDI reports.
- To suggest ideas that will streamline Breast Cancer Now's recruitment processes and systems.
- To be the expert and a key user of Breast Cancer Now's applicant tracking system (ATS) and provide support to the HR advisor (recruitment lead) with system related projects and improvements.

- To provide cover for appropriate tasks in the absence of the HR coordinator as and when required.

General

- Adhere to all Breast Cancer Now's policies and procedures.
- Undertake any other duties that are within the scope and remit of the role and as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following qualifications and experience:

| | Method of assessment | |
|---|----------------------|-----------|
| | Shortlist | Interview |
| Of working within a recruitment function, undertaking and supporting the administration relating to recruitment and selection methodology, processes and procedures | x | x |
| Of guiding managers during the stages of a recruitment Campaign, including the interview and selection stages | x | x |
| Of using an applicant tracking system (ATS) or a recruitment specific system or database | x | x |
| Of using industry standard software packages (Word, Excel and Outlook) | x | |
| Of working in a customer-facing role | x | |
| Of working with confidential information and data | x | |

Skills and attributes

It's **essential** for you to have the following skills and attributes:

| | Method of assessment | |
|--|----------------------|-----------|
| | Shortlist | Interview |
| Excellent written and verbal communication skills | x | x |
| Ability to learn software packages and databases to support own work | | x |
| Ability to work accurately and with attention to detail | x | x |
| Ability to organise, plan and prioritise your work to Meet deadlines | x | x |
| Ability to build and maintain internal and external professional relationships quickly | x | x |
| Ability to work unsupervised and use initiative | | x |
| Ability to gather data and create management reports | x | x |
| A commitment to equity, diversity and inclusion | | x |

Knowledge

It's **essential** for you to have the following level of knowledge:

| | Method of assessment | |
|---|----------------------|-----------|
| | Shortlist | Interview |
| Of the principles of data protection and GDPR | x | x |

Role information

Key internal working relationships

You'll work closely with the following:

- HR advisors
- HR coordinator
- HR and organisational development manager
- Associate director, people and organisational development
- All members of the wider P&OD team
- Recruiting managers at all levels across all directorates
- All other staff

Key external working relationships

You'll work closely with the following:

- External stakeholders relevant to the role, for example recruitment agencies, job applicants, job advertising platforms

General information

| | |
|---|---|
| Role location and our hybrid working model | This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. Your other days will be primarily based in Ibex House, 42-47 Minories, London EC3N 1DY(open Monday to Thursday) |
| Induction | It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above. |
| Hours of work | 25 per week, Monday to Friday |
| Contract type | Fixed term 12-month maternity cover |
| Medical research | We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there are no alternatives. |
| Conflict of interests | You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken. |
| Immigration, Asylum and Nationality Act 2006 | You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK. |

How to apply - guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as and for example, your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.