

Job Description & Person Specification

Job Title Resourcing Advisor (12-month maternity cover)

Department Central Services – People team

Location Hybrid: Home/Hatfield/Watford with some travel

Reporting to Head of People

Responsibility for HR Officer – Onboarding

Budgets N/A

Grade G6

Vetting (should be Basic) A Basic Disclosure is required for this position

Travel Access to a vehicle for travel in the course of your work, along with suitable business insurance to cover work-related travel

Main Purpose of Role

The post holder will take the lead on recruitment and onboarding across a growing, multi-site charity. As a key member of the People team, you will be responsible for ensuring that all resourcing activity across the Charity is aligned with organisational needs, supporting both current and future staffing requirements and contributing to the delivery of One YMCA's People Strategy and growth ambitions.

You will oversee the full recruitment lifecycle, from contributing to workforce planning discussions and role scoping, through to delivering an excellent professional recruitment process and a colleague focused onboarding experience. This includes consulting with and supporting hiring managers to plan and deliver high quality, effective recruitment campaigns, ensuring a consistent and positive candidate experience and timely progress throughout the recruitment journey.

Acting as a trusted advisor to managers, you will provide guidance on recruitment strategies, attraction methods, labour market trends and recruitment best practice. Through effective consultation and challenge, you will help managers make informed recruitment decisions that support workforce growth while maintaining One YMCA's culture, values and standards.

You will be responsible for managing relationships with recruitment agencies and external resourcing partners, ensuring effective and cost conscious recruitment solutions. You will advise on advertising approaches, social media campaigns and recruitment marketing activity, using your knowledge of the recruitment market to help attract high quality candidates across a wide range of roles and services.

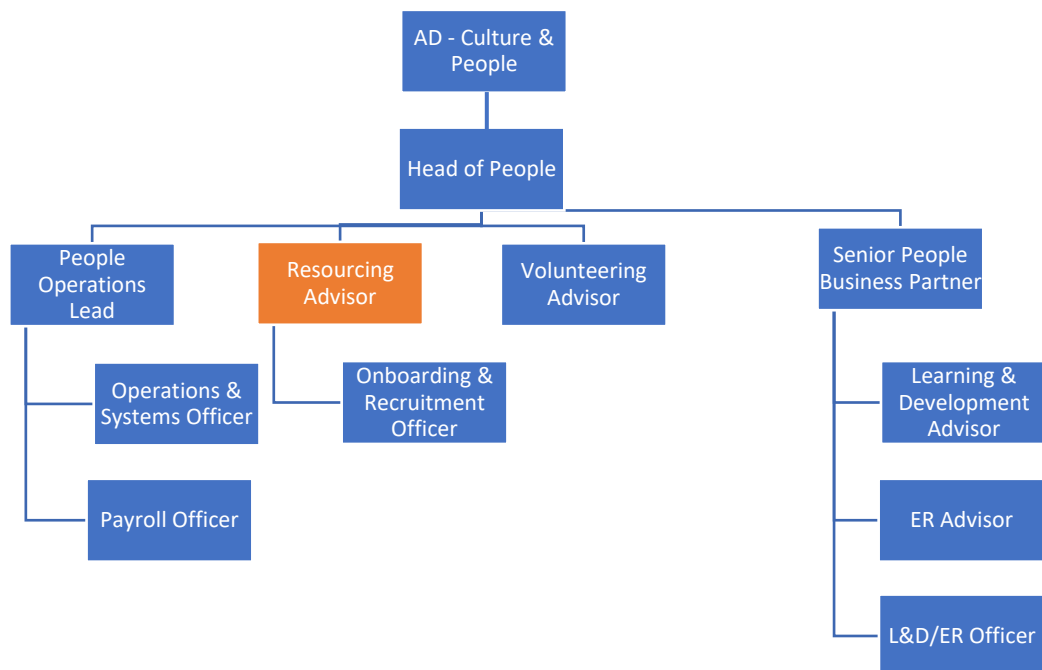
Job Description & Person Specification

The role will play an important part in supporting One YMCA's ambition to grow to 1,000 colleagues by 2030 by attracting, recruiting and onboarding talented people who align with the charity's values and purpose. Working closely with managers across the charity, you will help strengthen recruitment quality, improve onboarding, reduce early turnover and support positive retention outcomes for new colleagues.

You will also lead on promoting One YMCA as an employer of choice through effective employer branding, careers fairs, community engagement and outreach activities, helping to strengthen the charity's reputation and attract future talent.

The ethos of the People Team is one of continuous improvement and, as our recruitment lead, you will monitor recruitment trends and use data and insight to recommend improvements to recruitment and onboarding processes, reduce time to hire and improve recruitment outcomes. You will ensure all recruitment practices are inclusive, legally compliant and aligned with One YMCA's values, policies and strategic objectives.

Where your role fits in the team



Job Description & Person Specification

Role-specific responsibilities

Recruitment Consultancy

Act as One YMCA's recruitment specialist and trusted advisor, working closely with managers across the Charity to understand recruitment needs and deliver effective resourcing solutions. Provide expert guidance on attraction, recruitment and workforce planning, using labour market insight and recruitment expertise to help ensure the right people are recruited at the right time.

Lead end to end recruitment campaigns across a diverse range of roles, ensuring a professional and positive experience for hiring managers and candidates alike. Support managers to develop engaging adverts, attraction strategies and recruitment campaigns, making effective use of recruitment channels, social media, professional networks and talent pools. Work closely with Marketing and Communications to strengthen One YMCA's employer brand, promote employment opportunities, and represent the Charity at recruitment events, careers fairs and community engagement activities to attract and retain high quality talent.

Onboarding and Inclusion

Lead onboarding and probation processes to ensure new colleagues experience a positive introduction to One YMCA and are supported to succeed. Provide training, coaching and guidance to managers on recruitment, selection, onboarding and probation management, promoting fair, inclusive and values-based practices that support Equality, Diversity, Inclusion and Belonging. Develop resources, guidance and tools that build manager confidence whilst ensuring recruitment and onboarding processes remain consistent, accessible and aligned to organisational values.

Recruitment Systems and Workforce Information

Maintain and continuously improve recruitment and onboarding systems, policies, procedures and guidance, ensuring compliance with organisational and legislative requirements. Monitor and report on key recruitment and retention measures, including time to hire, probation completion, onboarding feedback, agency usage and early turnover, using data and insight to identify opportunities for improvement. Maintain accurate workforce establishment information and support effective workforce planning through high quality organisational data and reporting.

Job Evaluation and External Partnerships

Lead the application of One YMCA's job evaluation and competency frameworks, providing guidance on role design, grading, job descriptions and pay decisions to

Job Description & Person Specification

support fairness, consistency and equal pay principles. Develop effective relationships with recruitment agencies and external partners, ensuring quality, value for money and access to suitable talent pools whilst identifying opportunities to reduce recruitment costs through direct sourcing and alternative attraction methods.

General Responsibilities

As part of the wider People Team, you will have the opportunity to support a range of activities beyond recruitment, including assisting with training, reporting, and other ad-hoc administrative tasks. You will help us understand and improve our processes by tracking key recruitment metrics and gathering feedback from candidates on their experience. You will also be expected to support the team with other reasonable tasks that contribute to our shared goals, while always working safely and helping to promote a positive health and safety culture across the business.

Person specification

Key skills and Attributes

- Strong writing skills, including the ability to write job advertisements in a variety of styles, and job / role descriptions in clear written English.
- A solid understanding of other Microsoft Office packages, and exposure to at least one recruitment, HR or other information system.
- Strong influencing skills, and the ability to effortlessly build rapport.
- Excellent problem-solving skills, in order to identify how to fulfil complex resourcing needs and trouble-shoot challenging recruitment campaigns in tricky markets
- Able to form good working relationships with a wide range of people.

Knowledge and Experience

- Significant workplace experience in setting up and managing all aspects of large or high-volume recruitment campaigns from end to end.
- Experience creating successful interviews and selection tests.
- Evidence of experience in workforce planning - and ability to work with managers to create and follow through on resourcing plans.
- Experience in the key elements of talent acquisition, management and retention, from improving and promoting your employer's brand to supporting with succession planning.
- Evidence of extensive collaborative and effective working with colleagues, particularly throughout an organisation.

Job Description & Person Specification

- Evidence of ability to line manage others (transferable experience is acceptable).
- An applied understanding of how equality, equity, diversity, inclusion and belonging fits into recruitment, together with the ability to proactively ensure EDIB is reflected in our practices.
- A detailed knowledge of national, regional and specialist media.
- An up-to-date understanding of the principles of employment law relating to recruitment (for example, avoiding unlawful discrimination).
- A practitioner's understanding of data protection principles as far as these relate to recruitment and selection.

Qualifications or training required (or appropriate demonstrable experience)

- A good general education to A-Level standard (or equivalent).
- Full UK driving licence (maximum 6 points) together with motor insurance for business use (typically available as an add-on from motor insurer)
- When working from home, you must have a private, suitably configured and secure workspace in your home location. (We will provide a laptop and any necessary equipment).

Job Description & Person Specification

Role competencies, from One YMCA's Competency Framework



RESPECT

- I treat everybody with dignity and respect.
- I follow the principles of EDIB in everything that I do.
- I do what is asked of me to the best of my ability.
- I work within my professional boundaries.



COMPASSION

- I support the needs of colleagues and service users.
- I approach challenging situations with empathy and care.
- I act with desire to make people's lives better through my work.
- I know when to escalate difficult issues to my manager.



GROWTH:

- I make sure I understand the purpose of my role.
- I look for ways to improve my contribution and use my initiative.
- I solve problems when they occur or find solutions with my manager.
- I take responsibility for my development whilst listening to my manager's advice.
- I keep up to date with new information and processes in my role.

Equality, Diversity, Inclusion & Belonging Statement

At One YMCA we are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We do not discriminate on the basis of Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity, Race, Religion/Belief, Sex and/or Sexual Orientation. We encourage applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities.