

Job Description

Title: Resourcing Manager
Directorate: People & People Services
Responsible to: Head of Talent & Resourcing
Grade: 3.2

Purpose of role

The Resourcing Manager is essential in supporting and guiding our charity's recruitment strategy, ensuring our resourcing processes are efficient, inclusive, and aligned with our organisational objectives.

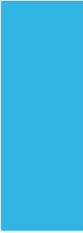
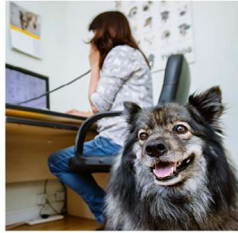
This role oversees and refines recruitment procedures from initial authorisation to recruit through to induction, optimising the use of technology, and enhancing both the candidate and hiring manager experience.

The Resourcing Manager ensures our recruitment practices reflect our commitment to diversity and inclusion, support the attraction and selection of individuals who align with our values and needs, and drive continuous improvement in all aspects of recruitment and resourcing. By leading recruitment efforts for senior and critical roles, managing external partnerships, and fostering a skilled and motivated resourcing team, the Resourcing Manager contributes to the charity's success.

The role also includes promoting the charity's employer brand, ensuring compliance with best practices and regulations, and supporting the charity's long-term goals.

Key responsibilities

- Oversee and regularly review and refine recruitment procedures, from initial authorisation to recruit (ATR) through to the onboarding stage.
- Maintain and enhance the Applicant Tracking System (ATS), using its full functionality to improve efficiency.
- Oversee resourcing processes to ensure they provide a high-quality service. Monitor service quality, analyse data, and report on key performance indicators (KPIs) to senior management and the Board of Trustees.
- Lead the recruitment process for senior leadership and trustee roles, ensuring a professional and thorough approach to attracting and securing top talent.
- Work with the Learning & Development Manager, Talent & Development Partner, and Head of Talent & Resourcing to build relationships with universities, apprenticeship providers, and other institutions. Develop a strong talent pipeline for challenging roles.
- Partner with the Strategic Volunteering team to support the recruitment of volunteers. Collaborate with marketing teams to design and implement effective recruitment campaigns.
- Integrate diversity and inclusion principles into the recruitment process. Ensure that recruitment practices and processes support the charity's commitment to creating an inclusive place to work, and actively work to eliminate biases in hiring.
- Provide coaching and leadership to the resourcing team, fostering excellence and supporting their professional development. Identify opportunities for skill enhancement and growth.



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- Use the ATS to deliver a high-quality candidate experience at every stage of the recruitment process and support hiring managers to enhance the overall recruitment experience.
- Oversee the use of assessment tools, ensuring adherence to best practices. Collaborate with the Resourcing Partners to maintain high standards.
- Work with Resourcing Partners and Digital Marketing teams to effectively use social media in promoting the people value proposition (PVP) and career opportunities.
- Regularly produce and present relevant data to support decision-making regarding resourcing and associated risks. Share findings with senior audiences, including the Executive and Leadership teams and Trustees.
- Oversee relationships with recruitment and advertising agencies, ensuring value for money and negotiating contracts as needed.
- Ensure effective management of recruitment risks. Maintain the Approved Recruiter programme, act on audit findings, and report on ongoing risks to the Executive Team as required.
- Promote our charity's employer brand and values through various channels, ensuring that the charity is seen as an attractive place to work.
- Perform regular market research to stay informed about industry trends, salary benchmarks, and best practices in recruitment and apply this knowledge to make strategic recommendations and adjust recruitment strategies as needed.
- Update and ensure adherence to recruitment policies and procedures to ensure consistency and fairness in the hiring process

The person

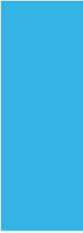
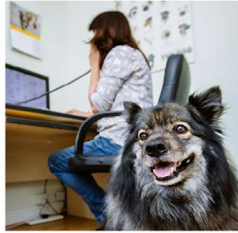
The Resourcing Manager will be a dedicated and proactive individual with a strong commitment to shaping the role and contributing to a passionate and committed team. The role requires a focus on delivering outstanding service, coaching hiring managers, and ensuring an exceptional candidate experience.

With strong communication skills, both written and verbal, and capable of influencing and building relationships at all levels. A passion for aligning the right person with the right role will drive their approach, and they will be motivated by contributing to the charity's success.

In this role, the Resourcing Manager will build strong connections with colleagues, demonstrating resilience and determination in achieving shared goals.

Essential qualifications, skills, and experience

- Experience in managing a recruitment or resourcing team, with demonstrated leadership and mentoring skills focused on team development.
- Proficient in optimising an applicant tracking system (ATS) and generating relevant data and insights.
- Extensive knowledge of the recruitment process, including job design, sourcing, interviewing, and induction.



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- Ability to build relationships, manage effectively, and communicate clearly at all levels.
- Good understanding of utilising social media and professional networks in recruitment.
- Familiarity with current recruitment legislation and trends.
- Competence in MS Office, Teams, and other online platforms.
- The ability to demonstrate, understanding and apply our Blue Cross values.

Desirable qualifications, skills, and experience

- BPS Test User, Ability & Personality qualification (formerly level A or B).
- Experience in head hunting and cold calling.
- Familiarity with Apprenticeships and other government/funding schemes.
- Experience in training or presenting to senior audiences.
- Experience in recruiting volunteers.
- Experience in recruiting Veterinary roles.

The duties outlined in this job description are not intended to be exhaustive and may be subject to periodic review and amendment to meet the needs of Blue Cross.

Our values

Our values define the way we do things. We use them every day to guide us, and to make sure we put people and pets at the heart of everything we do.

Compassionate: We listen, we are non-judgmental, we are kind and caring to the pets and people we encounter, and we offer support in difficult times

Courageous: We make brave decisions, embrace change, and encourage innovation, ensuring we always act with integrity – doing the right thing even when no one is looking

Inclusive: We value all our relationships and work in an open and positive culture where we celebrate our diverse talents and empower you to be you

September 2024