

## SENIOR RECRUITMENT OFFICER (ATTRACTION AND SELECTION) - RECRUITMENT PACK

- Location:** London or Birmingham based with remote working. For staff based in London, there are 2 core days per week at our London Office. For staff outside of London, there is more flexibility (with all staff expected to travel to the office at least once per month).
- Hours:** Full-time (37.5 hours per week – Monday to Friday) although we will consider applications for 0.8 FTE. We can discuss flexible working patterns, e.g., school hours, as needed.
- Duration:** Permanent Contract
- Salary:** London salary £33,000 per annum, (including £2k London weighting)
- Start date:** ASAP depending on candidates' availability.
- To Apply:** CV & Supporting Statement (See 'How to Apply' at the bottom of this document).
- Role summary:** As a key member of our Operations team, you will lead the recruitment of high-calibre tutors for our programmes, managing a high volume of applications and overseeing a small team of screeners and assessors. You'll play an active role in guiding candidates through the selection process motivating applicants to complete their journey and providing support and coaching to help them succeed.
- You will manage a diverse pipeline of UK-based students and graduates, working closely with the Head of Recruitment and key stakeholders to drive engagement, meet recruitment targets, and deliver on KPIs aligned with our overall strategy.

## HELPING STUDENTS GET FURTHER

One in three students leave school each year without a standard pass (grade 4 or above) in GCSE English and maths, representing over 200,000 16-year-olds every year. This rises to over one in two for young people from disadvantaged backgrounds. The scale of the challenge at 16 extends into adulthood. An estimated 8.5 million working age adults in England have low literacy and numeracy skills. Lacking gateway qualifications locks people out of many opportunities for education and employment and is associated with adverse outcomes for learning potential, health and well-being.

Get Further exists to change this. Our charity delivers a series of interventions that help disadvantaged learners in Further Education to secure gateway English and maths qualifications that unlock opportunities. These interventions include our award-winning GCSE Resit Tuition Programme, for those resitting GCSEs, our Functional Skills Tuition Programme, supporting those on or aspiring to apprenticeship programmes, and training and resources to support teachers and

leaders of English and maths in Further Education. You can read about the impact of our programmes [here](#).

To help more students get further, we are seeking a driven and passionate Senior Recruiter who will drive our recruitment strategy to deliver our national GCSE Resit and Functional Skills programmes.

The successful candidate will report to the Head of Recruitment and become a pivotal team member of the Operations Team. This is a fantastic opportunity for someone to who wants to make an impact and help shape the future of our students.

## OUR TEAM, VALUES AND BENEFITS

Our central team currently comprises some 28 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ over 80 active tutors. Our main office is in Kings Cross, London, although we also have team members based in Wales, Yorkshire, Birmingham and elsewhere. We share our office with another educational charity, Axiom Maths.

We promote a supportive, collaborative, and inclusive working environment and are guided by our core values. These values are at the heart of our organisation's personality.

### At Get Further, we are:

**BOLD** We are bold and unafraid to go against the grain.

**OPTIMISTIC** We are optimistic through setbacks, retaining a sense of possibility in the face of challenges.

**AMBITIOUS** We are ambitious for students who are yet to achieve gateway English and maths qualifications.

**TENACIOUS** We are tenacious in our drive to achieve impact for the students we support.

### Our benefits include:

- 36 days of holidays per year (including bank holidays)
- Ongoing learning and development opportunities
- Flexible hybrid and remote working
- Cycle to work scheme
- Employee Assistance Programme
- Termly 'in-person' team development days at our offices in London
- The opportunity to work in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.

## ROLE DESCRIPTION

As the Senior Recruitment Officer, you will lead efforts to attract and recruit high-quality Tutors and Lead Tutors to deliver Get Further's programmes. You will be responsible for maintaining a recruitment and selection process that is fair, inclusive, and free from bias ensuring we reach and engage diverse, talented individuals to support the young people we serve.

To achieve this, it is likely that you will:

**Work to achieve the recruitment targets to support programme delivery:**

- Work with the Head of Recruitment to set subject- and region-specific targets for tutor recruitment.
- Support recruitment across multiple tutor types, including GCSE Flex Tutors, Functional Skills Flex Tutors, and Lead Tutors across programmes.
- Contribute to developing and implementing innovative recruitment strategies to expand reach and optimise recruitment efforts.
- Monitor progress against targets and KPIs and adjust activity as needed to ensure these are met.

**Identify key target groups of potential tutors and develop tailored recruitment activity and communications to reach them:**

- Focus on university students (undergraduate and postgraduate) as well as recent university graduates.
- Identify other potential target groups may include retirees, stay at home parents, freelance workers, and others looking for high-quality, flexible work with a big social mission.

**Promote Get Further's core recruitment messages and lead our tutor attraction efforts:**

- Develop compelling recruitment materials that promote and share the benefits of working as a tutor with Get Further
- Find creative ways to disseminate our recruitment messages across a range of platforms and social media channels
- Generate new ideas and strategies to maximise our tutor recruitment
- Plan a calendar of recruitment events and outreach opportunities
- Lead on delivery of promotional events (webinars, career fairs, pizza drop-ins etc.) to actively recruit excellent tutors across our key locations
- Develop, manage and coordinate our brand ambassadors to support tutor recruitment and promotional activities
- Develop creative communications and activities to reach potential tutors in locations which are harder to recruit for

**Develop beneficial relationships with recruitment partners to help us source high-quality tutors.** These may include, but aren't limited to:

- Universities, their career services and key departments
- University/student societies and widening participation groups
- Other education organisations with similar aims, with whom we may be able to collaborate

**Maintain an effective front end of the hiring process providing a fantastic candidate experience.**

- Show a clear commitment to keeping children and young people safe by adopting safer recruitment practices

- Ensure that candidates remain well-informed throughout the process and that queries are answered in a timely fashion via email and phone
- Follow up with applicants who have registered their interest to coach them through the application process
- Monitor and screen applicants promptly so they are moved through the pipeline quickly
- Collaborate with the Senior Recruitment Officer to ensure a smooth handover and onboarding process following candidate offers.
- Liaise with the Programmes Team to enhance the system for anticipating any potential shortages during the programme and use this to focus your attraction activities
- Manage aspects of our client relationship management system (Salesforce) to track applications and evaluate current practices, ensuring accurate and up to date data on applicants is maintained

#### **Manage and oversee a small group of selection staff.**

- Manage the scheduling and organisation of internal assessment centres, following up with candidates to ensure each assessment centre is maximised
- Manage the Lead Tutor interview process, including coordination with the central team and active participation in candidate interviews and selection.
- Oversee tutor interviews and interview scheduling.

#### **Central Team Recruitment**

In addition, your expertise may be drawn upon to support recruitment to our central team, helping ensure that we have the core team members to deliver our overall ambition.

### **PERSON SPECIFICATION**

We have set out the skills and experiences most important for this role below, and how they will be assessed via the application (A), interview (I) and a task related to the role (T).

<b>ESSENTIAL</b>	<b>A</b>	<b>I</b>	<b>T</b>
• Commitment to Get Further's mission and values, including passionate about tackling educational inequality	A	I	
• Knowledge of graduate recruitment, marketing and advertising strategies	A	I	
• Previous recruitment or marketing experience	A	I	T
• Excellent people skills and enjoys working as a team to achieve results		I	
• Ability to use initiative and drive things forward independently		I	
• Flexible, organised and able to manage a range of tasks with the ability to prioritise to meet deadlines		I	T
• Excellent attention to detail, organised, works well independently.		I	
• Ability to think creatively and be a strong problem-solver		I	
• Desire to learn, develop and advance personal career prospects	A	I	
• IT skills – experience of MS Office, particularly Word and Excel	A	I	
• Excellent communication skills (including written and verbal skills).	A	I	T
• Committed to safeguarding the young people we work with via compliance with safeguarding frameworks and keeping confidential/sensitive information secure.		I	

<b>DESIRABLE</b> <ul style="list-style-type: none"> <li>• Practical knowledge of recruitment systems and databases</li> <li>• Good working knowledge of ICT systems, including CRM (Salesforce) software</li> <li>• Familiarity with the further education sector</li> <li>• Experience, interest in or commitment to a career in the charity sector</li> <li>• Knowledge of the higher education/university sector</li> </ul>	A and I
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## HOW TO APPLY

Your application must include:

- **A CV of no more than 2 sides of A4; and**
- **A supporting statement which includes your answers to the following three questions:**

Why do you want to work for Get Further? *(Max 250 words)*

Demonstrate your experience against the following three areas (250 words each):

- Setting and achieving targets
- Delivering a 360° recruitment process
- Managing time efficiently across multiple projects

What two aspects of the role would be most challenging for you and how would you address them? *(Max 300 words)*

Please submit your application via our website: [Jobs - Get Further](#) by **2<sup>nd</sup> June**.

Incomplete applications will not be processed. The first-round interviews will be held online w/c **10<sup>th</sup> June**, followed by a second in-person interview w/c **18<sup>th</sup> June (London)**.

*This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. Please let us know if you require any reasonable adjustments to be made throughout the recruitment process.*