



**Job Description**

**Job Title:** Recruitment Coordinator      **Hours:** 40 hours per week

**Reporting to:** Operations Director      **Base:** Central Support / Home Level

**Job Purpose**

To support the attraction and recruitment of exceptional talent who share our vision of creating a world where everyone feels special. The Recruitment Coordinator will deliver an outstanding candidate experience through effective screening, interview/recruitment day coordination, recruitment events and marketing initiatives, helping ensure we attract and appoint the right people to our teams.

Responsible for: -	Person Specification
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Manage the end-to-end recruitment process for care, hospitality and support roles across the homes assigned.</li> <li>• Screen applications, conduct candidate pre-screening calls and coordinate interviews with hiring managers.</li> <li>• Ensure all vacancies are advertised effectively and candidates are sourced through a variety of recruitment channels.</li> <li>• Deliver an exceptional candidate experience by maintaining regular communication throughout the recruitment process.</li> <li>• Organise and support recruitment events, open days, careers fairs and local attraction initiatives.</li> </ul> <p><b>Forming Partnerships</b></p> <ul style="list-style-type: none"> <li>• Work closely with General Managers and the Operations Team to understand recruitment needs and maintain strong candidate pipelines.</li> </ul> <p><b>Recruitment Marketing</b></p> <ul style="list-style-type: none"> <li>• Support local recruitment marketing campaigns and community engagement activities to attract high-quality candidates.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate records on the recruitment system and ensure compliance with recruitment processes and GDPR requirements.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience in recruitment, resourcing, HR administration or a similar role.</li> <li>• Experience coordinating interviews, screening candidates and managing recruitment activity.</li> <li>• Experience using recruitment or HR systems and working in a fast-paced environment.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent organisation and time management skills.</li> <li>• Strong communication and relationship-building skills.</li> <li>• Ability to manage multiple priorities and work to deadlines.</li> <li>• Confident using Microsoft Office and recruitment systems.</li> <li>• Proactive, solutions-focused and able to use initiative.</li> </ul>

<ul style="list-style-type: none"> <li>• Monitor vacancy levels, recruitment activity and key metrics, providing regular updates to stakeholders.</li> </ul> <p><b>Vision</b></p> <ul style="list-style-type: none"> <li>• Contribute to our vision of creating a world where everyone feels special by helping us attract and appoint exceptional people who share our values.</li> </ul> <p><b>Health and Safety</b></p> <p>1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to:</p> <p>Control of Substances Hazardous to Health, Electricity at Work Lift &amp; Lifting Equipment Manual/Object Handling Gas Installation &amp; Use Provision and Use of Work Equipment Fire Precautions Personal Protective Equipment Legionella/Water Treatment Waste Management Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations.</p> <p>2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.</p> <p>3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.</p>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good understanding of recruitment processes and candidate attraction methods.</li> <li>• Awareness of GDPR and confidentiality requirements.</li> <li>• Knowledge of the health and social care sector is desirable but not essential.</li> </ul> <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Positive, enthusiastic and self-motivated.</li> <li>• Professional, approachable and candidate-focused.</li> <li>• Strong attention to detail and commitment to quality.</li> <li>• A collaborative team player who builds positive relationships.</li> <li>• Passionate about attracting people who share our vision of creating a world where everyone feels special.</li> </ul>
<p>This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.</p>	