

# Job Description

## Recruitment Coordinator

### Role Summary

Reporting to the Recruitment Manager, the Recruitment Coordinator will have the primary focus of supporting the recruitment of high calibre candidates to ensure the highest quality of care to the people we support.

This will be achieved by supporting our services' administrative teams in the sourcing and onboarding of new colleagues in a timely fashion. The journey from application through to start date will be made as smooth, efficient and straightforward as possible, creating a great first impression of MacIntyre and minimising the potential of candidates dropping out. We aim to deliver a human side to our process that will involve regular telephone contact with our local administrators and candidates alike, ensuring we have interaction and regular updates.

Our job descriptions are all written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

### Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

#### The People We Support

1. To encourage and support operational colleagues in ensuring the full inclusion of people we support in decisions about their staff.

### Our Staff

2. To be the main point of contact and support for Appointing Officers and local Administrators around the country on pre and post-employment recruitment activity.
3. To ensure that Appointing Officers and local administrators are supported in reviewing applications and arranging interviews in a timely fashion.
4. To co-ordinate the completion and distribution of MacIntyre Personality Questionnaires.
5. To support the timely and effective completion of pre-employment checks, including DBS applications, obtaining references and processing health questionnaires.
6. Complete any administrative duties as required, including scanning and uploading documents, creating files, photocopying and preparing and printing letters.
7. Facilitating high quality, accurate and appealing adverts to attract candidates.
8. To support the planning and preparation of recruitment marketing events, and attending as and when required.

### Quality

9. To ensure that all telephone and email enquiries are dealt with in an efficient and effective manner in respect of current recruitment and HR practices/timeframes.
10. To work closely with the Administrators and other team members to ensure a high quality, smooth and efficient service is delivered.
11. To ensure the efficient and effective use of information technology systems, notably Microsoft Word, Microsoft Excel, Microsoft PowerPoint and use of Email, and the effective use of MacIntyre's online applicant tracking system.

### Sustainability

12. Holding an overview of current roles being recruited and ensuring as many candidates are being made available to the Appointing Officers e.g. following up on incomplete applications to see if they need assistance.
13. To support the completion of Recruitment project work as required.
14. To compile and produce reports on various elements of recruitment activity on a regular basis.
15. To support the day to day work of the other members of the team and deputise for your recruitment team colleagues as and when required, ensuring continuity of service provision, and being an active team member

## Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills, Qualities & Experience	People We Support	Our Staff	Quality	Sustainability
<b>Essential</b>				
Good standard of education, including GCSE (or equivalent) in Maths and English.			X	
The ability to manage highly sensitive and confidential information in a professional manner, and use discretion in all areas of work.		X		
Effective verbal and written communication skills. Able to adapt communication style to match the situation.			X	
To be well organised and prioritise work effectively.			X	
Confident use of technology, including keyboard skills, knowledge of Microsoft Office and general digital literacy.			X	X
Experience of working in an office environment and as part of a team. Able to be an active team member, working well with others and assisting when they need support.		X		
Conscientious, completing work accurately and to high standards.			X	
Open to change and embraces new initiatives, resilient to changing plans and priorities		X		X
Good problem solver, able to make timely and well-considered decisions based on relevant information.			X	X
Clear speaking voice.	X	X	X	
Able to keep calm under pressure.			X	X
Able to get on with people at all levels. Understands issues from others' viewpoints and treats others with respect and dignity without discriminating or stereotyping.	X	X		X
Able to adapt/be flexible, including working flexible hours from time to time to cover corporate and recruitment events.				X
To be proactive in providing support.		X		
Able to use the telephone confidently and sensitively.		X		
Able to give clear written and verbal messages.			X	
<b>Desirable</b>				
Recruitment working experience.		X		
Use of Recruitment applicant tracking systems and job boards.		X		
A relevant recruitment or administrative qualification.			X	
An interest in the work of MacIntyre.	X			
Full driving licence and own transport with business insurance		X		X