



for a
better
tomorrow

Get Set to be part of a winning team.

Job title: Internal Recruitment Specialist	Location: London
Salary: £27,000 – £30,000 pro rata	Job type: Permanent
Contract/department: Human Resources	Working pattern: 28 hours per week

Purpose of the job and what you will achieve.

As an internal recruiter, your primary purpose is to build and strengthen our talent pipeline by identifying, attracting, and engaging top talent who align with our company values and culture.

You will play a key role in crafting compelling job adverts, managing candidate communications, and ensuring a seamless recruitment process.

You will work closely with our Hiring Managers, and through collaboration you will proactively address their staffing needs, maintain a robust talent management strategy, and contribute to the overall growth and success of our company.

Your efforts will ensure that every candidate has a positive experience, fostering a strong employer brand and helping us to build a dedicated and diverse workforce.

The person behind the job.

- Detail-Oriented: Exceptional attention to detail, particularly in written and verbal communications
- Organised: Strong organisational skills, capable of managing multiple vacancies at any one time
- Empathetic: A genuine interest in people and an understanding of their challenges and motivations
- Tech-Savvy: Comfortable with modern recruitment technologies and quick to adapt to new systems
- Confident and Assertive: Strong stakeholder management skills, able to engage and build relationships with hiring managers and candidates
- Resilient: Capable of handling difficult conversations and maintaining a positive outlook under pressure
- Experience: Prior experience in a recruitment or HR roles, with a proven track record of managing candidate relationships
- Passionate: Enthusiastic about presenting the company as an employer of choice and committed to enhancing the employer brand
- Adaptable: Able to thrive in a dynamic environment where vacancy numbers may fluctuate due to business growth and changes
- You are ambitious and show this through your determination and innovation.
- You inspire those around you to take responsibility through your daily actions.
- You take pride in your daily achievements and want to support your local community.
- You are considerate to your colleagues, partners and stakeholders and collaborate well in an inclusive environment.
- You own your attitude, motivation and actions. You are prepared to step up and be accountable.

Your day-to-day job.

- Job Advertisements & Communications: Craft and edit compelling job adverts and candidate communications, ensuring clarity and attention to detail
- Candidate Screening: Review and screen daily applications to avoid bottlenecks, ensuring a timely and efficient process
- Interview Coordination: Schedule and coordinate interview times with hiring managers and candidates, ensuring all parties have the necessary information
- Candidate Engagement: Communicate with candidates daily to discuss their motivations, skills and values, ensuring they are a good fit for the company
- Stakeholder Management: Assist in the development and execution of talent management strategies, including succession planning and workforce development
- Talent Management: Assist in the development and execution of talent management strategies, including succession planning and workforce development.
- Office Visits: Regularly visit office to assist with candidate interviews, talent planning conversations, and provide systems and process guidance and training
- Feedback & Improvement: Ensure that candidates receive timely feedback post-interview, maintaining a positive candidate experience
- Data Management: Maintain accurate records of all recruitment activities and candidate interactions for reporting and compliance purposes
- Compliance: Ensure all recruitment processes are compliant with relevant laws and regulations, maintaining fair and bias-free hiring practices
- Technology Utilisation: Quickly adapt to and effectively use the applicant tracking system to manage candidate data securely
- Training & Development: Conduct workshops and training sessions for hiring manager on conducting unbiased and effective interviews
- Disability Confident Employment: Recognise and address any requests for reasonable adjustments in the recruitment process, ensuring accessibility and fairness
- KPI Management: Work towards KPIs that measure sourcing effectiveness, relationship management, vacancy fulfilment and planning adjustments
- Talent Pipeline: Increase applications from passive candidates by building and nurturing talent pipelines through outreach activity
- Problem Solving: Address and resolve any issues that arise during the recruitment process, ensuring a smooth and efficient hiring experience for all parties
- Continuous Improvement: Engage in feedback loops with candidates and hiring managers to continuously improve the recruitment process and candidate experience

Impact on the community.

This role will support our colleagues to build effective teams that support people to find employment and gain qualifications.

Experience & qualifications.

- Previous experience in a recruitment or an HR role

- Familiarity with applicant tracking systems and recruitment software
- Knowledge of disability confident employment practices
- Excellent written and spoken communication skills, with a meticulous eye for detail
- Experience in managing stakeholder relationships and proactive problem solving
- Genuine interest in people and an understanding of the complexities of candidate management
- Proficiency with modern recruitment technologies and data management
- Experience of conducting professional and unbiased interviews
- Commitment to maintaining a positive candidate experience and transparent communication
- Proficient in the use of Microsoft Office (Outlook, Excel, Word, PowerPoint) and quick to understand internal software packages.