# https://ay-group.org/wp-content/uploads/2019/03/cropped-AY_Group_CSCIC-header-04-1.png

*AY Group is currently hiring Recruitment Consultant for its community service organisation. Please see below to find the detailed information regarding the roles mentioned above. With increasing Knife crime, AY Group has started selling First Aid Courses to train the people to stay safe. Please revert us if the above-mentioned opportunity excites you. However, through this noble job, you will get a chance to give something back to the society and grow professionally. Our society needs your hearty support. Please come and join us to this noble venture.*

# Volunteering Role

**Post Title:** Recruitment Consultant

**Department:**  Fundraising

**Contract:** 12 months fixed term/2 weeks’ notice must be given

**Hours:**

**Location:** London Office

**Responsible to:** CEO (Danny Barnes)

**PRINCIPAL DUTIES:**

To develop and maintain long-standing and strategic relationships with clients and candidates in the education and training sector offering a consultative recruitment solution suited to their needs. Combine the demonstratable experience of implementing the recruitment process, effectively matching suitable candidates for suitable vacancies/clients through qualification and referencing whilst also gaining a detailed understanding of the sector and further developing Acknowledging You Recruitment Limited’s market presence. Aim to maximize opportunity within your given market to hit/exceed given targets for yourself and the company. A good team player who always demonstrates the values and service of Acknowledging You Recruitment Limited brand.

**MAIN DUTIES:**

To foster new and existing relationships with employers, source recruitment opportunities, attract, place and support candidates, meet targets and work in a collaborative manner with colleagues to reach personal and team targets. Daily activities include but are not limited to:

**Sales Activities/Business Development:**

* Meet sales targets as set by the GM/CEO.
* Carry out business development calls and client visits.
* Winning new business through networking events, referencing, targeted calls etc.
* Forecast activity (financial/activity KPI) and report on monthly activities.

**Client Management:**

* Build successful professional relationships with Clients.
* Negotiate fees and rates in line with Company policy, comply with discounts allowed and issue Terms of Business Client Management.
* Identify clients’ needs and provide professional service by maintaining communication, and giving regular feedback.

**Vacancy and Candidate Attraction Management:**

* Manage vacancies from order taking to post placement.
* Take brief/salary/ information and record accurate and comprehensive job description.
* Check info/client requirements are in line with key processes and legislation.
* Write and place job advertisements on job boards and on the company’s website, and promote roles with colleagues.

**Source candidates through the database, job boards, social media networks, events, head-hunting and referrals.**

* Shortlist CVs in line with job requests, ensure CVs are to the highest standards and reflective of client requests.
* Maintain CVs to interviews ratio of 2:1.
* Register candidates, meet candidates face to face and conduct competency-based interviews.
* Meet allocated KPI’s.

**Candidate Management:**

* keep in regular contact with placed contractors.
* Identify and follow up on candidate’s referrals, use candidate’s meetings to generate job leads, hiring managers’ details etc.
* Provide detailed, relevant and timely information to candidates on clients and job briefs for permanent positions.
* Prepare candidates for interviews (basic logistic info, interview technique and important insights into client’s working culture and professional requirements.
* Eligibility to work: check and obtain relevant documentation (right to work/identification).
* Reference checking - Candidates on a 2nd interview or on acceptance of the offer for contractors.

**Administration/Compliance:**

* Update and maintain client and candidate accurate information on the database and store all required documents on the computer system.
* Ensure records are stored on the computer system.
* Issue timely and accurate report to GM/CEO weekly and monthly.
* Meet audit requirements.

# PERSON SPECIFICATION

**DIRECTORATE:** Teaching & Learning

**POST TITLE:**  Recruitment Consultant

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| --- | --- | --- | --- |
|  |   | **E**  | **D**  |
| **Formal** **Qualification**  | * Bachelor’s degree in Business or Human Resources or equivalent experience in a similar role.
* Assessor Award (A1, TAQA Level 3).
* V1, TAQA Level 4 Award or willingness to undertake qualification.
* Education and Training Qualification Level 3, 4 or 5 and/or the equivalent such as PTLLS, CTLLS or DTLLS.
 | ✓   |  ✓✓✓   |
| **Knowledge**  | * Good knowledge of Apprenticeships and NVQ/QCFs framework. Good knowledge of teaching/assessment procedures.
 |   | ✓   |
| **Experience**  | * Successful experience of learning support.
* Relevant and current industry experience in education and training (e.g. College).
* Successful experience of training and presenting.
* Proven experience in end to end recruitment
* Proven experience in building client and candidate portfolio.
* Strong understanding of the recruitment related legislation.
 | ✓✓✓  | ✓✓✓  |
| **Skills**  | * Good communication skills, to be able to handle in a confident and professional manner, all types of telephone/face to face contact.
* Good organisation and administration skills
* Good Presentation skills
* Ability to prioritise workload.
* Ability to problem solve.
* Ability to use own initiative.
* Excellent IT Skills.
* Experience in a similar role
* At least one years’ experience in a volume recruitment role.
* Strong process and administration skills
* Practical understanding of online advertising, vacancy management software and social media
* Sound relationship building and network development skills.
 | ✓✓✓✓✓✓✓✓✓✓✓ |          |
| **Other Specific** **Qualities**  | * Ability to maintain confidentiality.
* Demonstrable commitment to equality of opportunity for all.
* Ability to work flexibly to respond to changing priorities. Enthusiastic.
* Drive/determination, able to meet and exceed financial targets and activity KPI’s, able to meet 100% of sales targets over the year as well as positive contributions to client/ colleagues relationships.
 | ✓✓✓✓ |   |
| **Personality** **Motivation**  | Able to work as part of a team. Ability to motivate individuals.Committed to high standards. Committed to supporting students and staff members.  | ✓✓✓✓ |   |
| **Physical** **Requirements**  |  Fit and able to carry out the duties of the post.   | ✓  |   |
| **Circumstances**  | Able to work outside normal hours as may be required to work evenings and weekends. Able to travel. Must be able to provide a clean DBS. | ✓✓✓ |   |

# E = Essential D = Desirable