**Recruitment Specialist Job Description & Person Specification - 2025**

**JOB PURPOSE**

Reporting to the Recruitment Manager, the Recruitment Specialist is responsible for providing an efficient, effective and candidate focused recruitment service, whilst promoting person-centred, values and behaviours-based recruitment best practices.

They will be responsible for fulfilling support-based roles across our London and Ravenswood homes, as well as some corporate services roles, splitting their time between our head office in Stanmore, Ravenswood village and home working for visibility and to build strong working relationships across the business.

They will leverage their broad ranging recruitment expertise to deliver Norwood’s resourcing needs whilst also providing support to the Recruitment Manager and wider People and Culture team on strategic projects, to ensure the provision of a seamless and joined up, end to end approach, that promotes the reputation of the department across the organisation as well as externally to attract and retain top talent.

**MAIN DUTIES AND RESPONSIBILITIES**

* Support the Recruitment Manager with attraction strategies and resourcing solutions that meet organisational needs.
* Act as the Subject Matter Expert (SME) on candidate attraction to provide innovative, cost effective and timely solutions.
* Champion person-centred and values and behaviours-based recruitment practices, ensuring candidates align with organisational core values and culture.
* Adhere to recruitment processes to fulfil vacancy requirements, working to pre-agreed key performance indicators (KPI’s).
* Contribute to employer branding initiatives to attract top talent and enhance Norwood’s reputation as an employer of choice, with the correct language and tone of voice.
* Conduct vacancy briefings with Hiring Managers to fully understand requirements and create compelling adverts and attraction campaigns.
* Influence and empower Hiring Managers to be self-sufficient through training on how to fully utilise the Applicant Tracking System (ATS) to manage their vacancies.
* Provide regular updates to Hiring Managers regarding the progress of their vacancies, agreeing actions required on both sides to ensure shortlisting, interviews and feedback decisions are provided in a timely manner, within pre-agreed Service Level Agreements (SLA’s).
* Fully utilise sourcing tools including Boolean search techniques to direct source candidates for our vacancies, minimising the need to utilise agencies where possible.
* Work collaboratively with the wider People and Culture team to support strategies that leverage the Norwood brand in the job market and enhance the candidate/ employee experience.
* Monitor and share feedback to the Recruitment Manager on relevant social care competitors, their pay rates, benefits and employment practices to ensure that Norwood remains consistent and competitive in the job market.
* Maintain the ATS and recruitment tracker to enable accurate tracking of KPI’s and data metrics, producing regular reports and insights as required.

**GENERAL**

* To always maintain confidentiality and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
* To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
* To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions.  As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
* To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
* To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
* To maintain standard of dress that is appropriate to role and in accordance with the organisation’s dress policy.
* To work at any other Norwood location, as and when required.
* To undertake any other duties which are consistent with the post.

*This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.*

**PERSON SPECIFICATION**

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| **CRITERIA**  | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE**  | * Experience operating as a Recruitment Specialist, managing high volume, niche and corporate services recruitment campaigns concurrently
* Experience utilising latest direct sourcing tools and techniques with proven success across various platforms, including social media, for a multitude of roles
* Applicant Tracking Systems (ATS) full utilisation and candidate management
* Previous experience working to and exceeding recruitment Key Performance Indicators (KPI’s)
* Experience supporting hiring managers with the most effective candidate selection methods and interview materials to make informed hiring decisions
* Negotiating fees with job boards and agency suppliers
* Conducting agency briefings
* Good understanding of Employer Branding strategies and rolling out fresh attraction approaches
* Constantly reviewing approaches to improve the candidate experience
* Delivering recruitment training to empower hiring managers
* Accurate data reporting, trend analysis and insight, ensuring data integrity
 | * Experience of working within charities, social care and/or health-related organisations.
* Project management experience
* Experience of embedding values and behaviours measures in recruitment processes
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| **QUALIFICATIONS**  | * Grade C/4 and above in GCSE Mathematics and English language
 | * Chartered membership of the CIPD
* CertHR, DipRM or DipRL recruitment qualification
* Project management qualification
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| **KNOWLEDGE & SKILLS** | * Working and up to date knowledge of resourcing approaches and tactics
* Ability to develop and champion recruitment processes and policies
* Boolean search and headhunting skills
* Critical thinker coupled with problem-solving skills
* Natural team player who thrives in collaborative environments
* Strong time-management skills and attention to detail
* Working knowledge of latest employment laws and GDPR
* Effective presentation, interpersonal and communication skills
* Ability and confidence to interact and network at different levels
* Business awareness - understands how different departments interface with one another
* Commercial acumen – understands the impact of not fulfilling resourcing requirements and provides solutions
* Intermediate user of MS packages including Excel
* Ability to write creative and compelling adverts to maximise suitable applications
 | * Knowledge of the Jewish culture.
* Reach Applicant Tracking System (ATS) knowledge
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| **PERSONAL CIRCUMSTANCES & ATTRIBUTES**  | * A confident, self-starter, who undertakes their work efficiently and remains focused on longer-term goals
* Flexibility to travel to London and Berkshire on a weekly basis
* Willingness to attend networking events, webinars and training to keep abreast of recruitment trends and best practices in the social care / charity sector
* Enjoys seeking out ways to implement continuous improvement
* Ability to drive effective outcomes by engaging and negotiating
* Adherence to and evidence of the Norwood values and behaviours
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