

# Recruitment Advisor

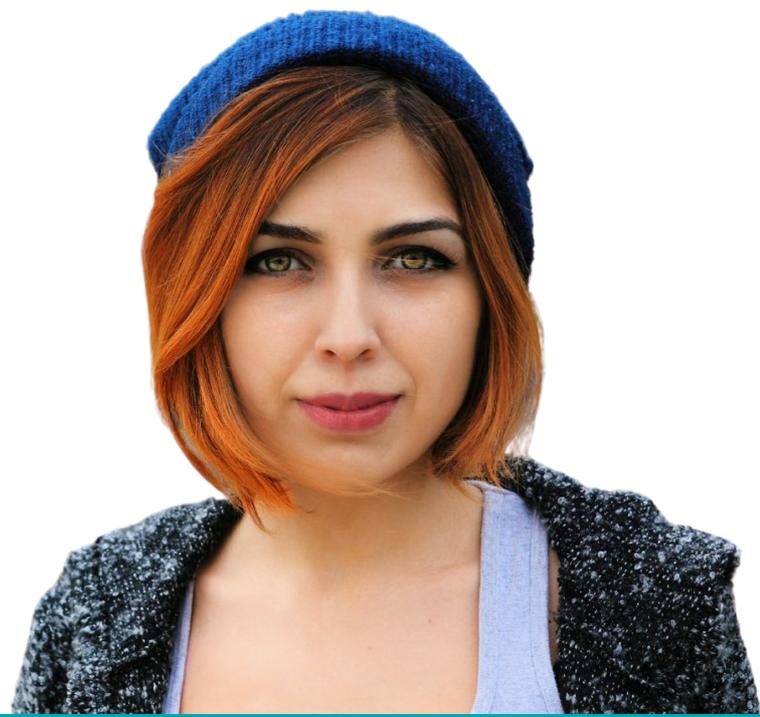
## Candidate Information Pack



The Church of Scotland

Social Care Council

Operating as CrossReach, Scottish Charity No: SC011353



## About us

At CrossReach we are proud to deliver social care to a huge range of people right across Scotland. However, we can only do this if we have the right people with the right skills and with more and more people relying on us for support, recruiting the right people has never been so important.

As Recruitment Advisor, you will be responsible for supporting our managers through the recruitment process, working with them to develop new and creative recruitment campaigns so that we can reach the best people. You will also be responsible for the implementation of our new candidate management system, making this a really exciting time to influence and shape our recruitment.

We strive to ensure that we are accepting, respectful and compassionate to both our customers and our employees. So, join us and you'll be part of a professional environment with a range of development opportunities and a generous benefits package. It's a career that will enhance your life and the lives of vulnerable people across Scotland.



## **Main Purpose**

- To deliver a customer facing recruitment service to enable the delivery of the full recruitment cycle including the development of recruitment campaigns, candidate sourcing and development of selection techniques.
- To track and monitor all recruitment activity to ensure best return and maximise candidate pipelines
- To ensure that all recruitment practices are legal and align with best practice.

## **Main Duties**

- Advise and guide recruiting managers throughout the full life cycle of the recruitment process.
- Advise managers on the most suitable recruitment campaigns for all types of vacancies, both volume and non-volume roles across a range of disciplines, to maximise the potential candidate pool.
- Proactively develop a wide range of creative and innovative recruitment campaigns, including digital marketing, to ensure successful recruitment.
- Work with managers to develop necessary recruitment collateral, including drafting of adverts to ensure that all published materials appropriately describe the vacancy, benefits, and criteria.
- Provide selection support to hiring managers, including interviewing.
- Provide best practice support and coaching to less experience managers.

- Act as system expert for candidate management software to ensure capability is maximised. Identify and develop new workflows for individual recruitment campaigns to ensure best fit and improved candidate experience.
- Monitor recruitment activity and ensure that there are timely and meaningful communications with service units
- Work alongside HRBP and service manager to ensure the continual review of resourcing plan and ongoing recruitment approaches and strategies
- Identify and deliver new resource pipelines to proactively promote careers in care.
- Develop and deliver an annual recruitment communications plan
- Act as first point of contact for potential applicants. Proactively following up on enquiries and escalating possible avenues to service managers as necessary.
- Provide line management to a recruitment administrator
- Ensure the wider recruitment team deliver a customer centred approach to candidate management, support candidates throughout the recruitment process.
- Liaise with 3rd party suppliers, including external advertising parties to ensure the development of creative and innovative campaigns.
- Proactively source candidates using a variety of alternative sources
- Monitor and review the success of campaigns, conversion rates of individual mechanism and therefore the return on investment.
- Ensure that the recruitment cycle is legally compliant and aligns with best practice.
- Demonstrate and share Christian love and support including sharing with others the leading of worship in accordance with CrossReach policy and by ensuring all staff meetings are opened with prayer and Bible reading.



## The Person

### **Essential requirements**

Relevant experience in a resourcing / recruitment role.

Excellent MS Office skills.

Ability to manage simultaneous projects or tasks on a regular basis.

Excellent prioritisation, organisational and communication skills

Excellent customer service skills

Confident using proprietary recruitment software.

Understanding of UK employment legislation regarding inclusive hiring.

### **Desirable requirements**

Experience of resourcing via social media and job boards.

Previous experience of Jobtrain recruitment software

Line management skills

### **Specific Requirements**

Applicants for this post are required to have a Christian commitment and be able to uphold our Christian Ethos. This requirement is a Genuine Occupational Requirement in terms of the Employment Equality (Religion or Belief) Regulations 2003.

# Benefits

- The salary for this post is £33,651 -£36,674 per annum.
- Health cash plan giving cash back on a range of essential healthcare.
- Wellbeing and counselling support.
- Employee discount scheme scheme, plus access to Blue Light discount scheme.
- Employee awards and recognition programme.
- Contracted hours of work are 38.5 hours per week. You will, however, be expected to work such hours as are required for the efficient delivery of your duties and responsibilities.
- The post will be based at Charis House, Edinburgh. but there is flexibility to work some time from home or other CrossReach locations, depending on requirements.
- There are 20 days annual paid leave. Increasing to 23 days after 5 years' service and 25 days at 10 years There are also 10 statutory holidays.
- A pension scheme will be made available to the successful applicant. Up to 7% employer contribution

## How to Apply

If you would like any further information or to arrange an informal chat regarding this role, please contact [ruth.cardwellmoore@crossreach.org.uk](mailto:ruth.cardwellmoore@crossreach.org.uk).

Alternatively to apply, please visit [www.crossreach.org.uk/careers](http://www.crossreach.org.uk/careers).