**The Forward Trust Job Description**

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| **Position Title** | Talent Acquisition Lead | **Reports to** | HR Business Partner |
| **Location:** Head Office/Remote | | | |

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| **Introducing The Forward Trust** |

We are The Forward Trust; we empower people to recover from addiction, supporting them to break the cycle of crime and to move forward with their lives. For more than 30 years we have been working with people to build positive and productive lives, whatever their past.

We believe that everyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Role/Team Overview** |

This fast-paced role will be responsible for…

* Supporting the HR Business Partner with the creation and implementation of The Forward Trust’s Talent Acquisition Strategy
* Be responsible for the maintenance of the EPLOY platform, ensuring the use of it enhances the business and user experience
* Supporting resource and retention needs across the whole organisation
* Offering practical and innovative ideas
* Enabling and empowering hiring managers to effectively hire into positions,
* Focusing on challenging recruitment areas of the business
* Work with the HR team and wider organisation to promote The Forward Trust

as a great employer, internally and externally

* Collaborating positively with the team and wider teams to deliver a great service during a highly challenging time
* Being responsible for the professional development of the Talent Acquisition Advisor and administrator.

We believe in internal progression and developing our own talent; the right candidate will not only have significant experience in recruitment and talent acquisition but will also be skilled in working on recruitment campaigns that reach a wide range of diverse candidates.

You must be resilient, patient and a committed team player, with a confident and positive can-do attitude, striving to deliver a quality service in a timely manner.

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| **Accountabilities** |

* Work with the HRBPs and HR Director to deliver against the targets set out within the organisation business plan and the HR Recruitment Strategy.
* Work with key stakeholders to maximise ease of use of our recruitment software EPLOY and all recruitment processes.
* Train and support all hiring managers to become competent and confident in

recruitment and selection processes

* Clearly identify and communicate hiring manager accountabilities in the

recruitment process

* Support managers in creating well-constructed, clear job descriptions,

person specifications that accurately reflect the role.

* Collaborate with hiring managers around their specific talent needs
* Advise and guide hiring managers on recruitment campaign processes
* Co-ordinate, attend and evaluate the effectiveness of recruitment campaigns

and channels, and suggest and implement improvements

* Review and provide a smooth candidate experience
* Use different sourcing methods and platforms to find suitable candidates,

while considering budget restrictions

* Design adverts, source recruitment channels, support and guide managers on

shortlisting and effective interviewing

* Monitor recruitment diversity, continually question and address equality and

diversity challenges in our recruitment process to ensure our workforce meets

the diversity needs of our client groups

* Build relationships with agencies, print and on-line advertising organisations

and negotiate cost-effective deals.

Support the maintenance and continued development of the recruitment page and optimise the use of social media for sourcing candidates

* Analyse and report on recruitment and selection trends on a quarterly basis and provide insights to HR Business Partners, as appropriate
* Represent and promote The Forward Trust at external recruitment events
* Build on Forward’s employer brand and use it to effectively market roles to

targeted audiences

* Keep abreast of competitors and “market” changes and trends, notifying the HR Business Partner of trends and suggested solutions.
* Build a talent pool of candidates for senior and harder to recruit roles and nurture those relationships with a view to reducing agency spend across the organisation
* Work on projects and initiatives that support the strategy and the wider HR goals
* Facilitate good system management of candidates
* Promote and foster a positive approach to talent acquisition
* Build excellent relationships internally and externally, ensuring your service delivery is consistent, clear and coordinated
* Optimise the recruitment process by minimising any unnecessary delays

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| **Quality Assurance** |

* Ensure that information including statistical and diversity data, for audit, research and reporting purposes, is effectively and efficiently collected, recorded and collated
* Manage information, particularly confidential information, within statutory
* duties and in accordance with best practice
* Promote and ensure departmental compliance with all relevant legal,
* regulatory, and ethical responsibilities
* Carry out an on-going review of the overall effectiveness and efficiency of
* recruitment and selection and develop appropriate responses in collaboration
* with the HR Management Team
* Keep up to date technically on all relevant matters and strive for continuous
* professional development.

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| **Administration** |

* Responsible for maintaining a fit for purpose ATS that enables us to report accurately, track applicants and communicate with them effectively
* Optimising the careers page, social media platforms and the recruitment module on the HR database
* Ensure all recruitment and selection procedures applied equitably, adhered to, and monitored
* Any other appropriate responsibilities as outlined by your manager

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| **Role Criteria** |

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

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| Criteria Requirement | |
| E | Essential |
| D | Desirable |
| Criteria Measure | |
| A | Application |
| I | Interview |
| T | Test |

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| **Knowledge, Skills and Experience** | | |
| Experience of successfully delivering HR, Sourcing or Recruitment strategy | E | A/I |
| Experience of In-House recruitment or talent acquisition | E | A/I |
| Existing talent network relevant to at least one area of our  business | E | A |
| A genuine people- developer with previous management  experience | E | A/I |
| A thorough understanding of employment legislation particularly in relation to right to work, EDI and recruitment | E | A/I |
| Demonstrable success in talent attraction through adverts and  awareness campaigns. | E | A/I |
| Competent Microsoft user (outlook, Word, Excel, Groups) | E | A/T |
| Working knowledge of using a simple ATS | E | A/I |
| Knowledge and understanding of clinical, criminal justice,  or employment services recruitment | D | A/I |
| Have led workshops or recruitment training sessions to key stakeholders | D | A |
| Sector knowledge and understanding | D | A |
| **Personal Attributes** | | |
| **Proactivity** – Quick thinking with a high-level use of  initiative | E | I |
| **Resilience** – Solves problems and takes learning on  board from mistakes to aid personal and professional growth | E | A/I |
| **Adaptability** – Can work in fast-paced changing environments | E | A/I |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E | I |
| **Teamwork** – Works in harmony with colleagues to deliver  results | E | I |
| **Open to Feedback** - Open to constructive feedback to assist with professional development | E | A/I |
| **Innovative** – Continually searching for better ways of  working and attracting candidates | E | A/I |
| **Qualification** | | |
| Qualified to degree level in a relevant field | E | A |
| Professional body membership such as IRP or CIPD | D | A |