

Recruitment Manager (maternity cover)

12 months

Full Time (35 Hours)

Competitive Salary + benefits

Emirates Old Trafford, home to Lancashire Cricket, is an award-winning, world-class venue for sport, business, and leisure and entertainment. Over the last decade, the venue has undergone a transformational redevelopment with events spaces for up to 2,000 delegates: a four star Hotel, Hilton Garden Inn with 150 rooms and an on-site Caffè Nero.

Emirates Old Trafford has played host to some of the world's biggest sporting events, including in 2019 six ICC Cricket World Cup fixtures, Ashes Test Matches and a renowned entertainment venue with Ariana Grande's 'One Love Manchester' concert, Beyonce, Rhianna, Foo Fighters and more. A venue where no one day is the same switching between sport and entertainment.

Due to a maternity leave we are now looking to find an interim Recruitment Manager for 12 months. The Recruitment Manager is part of Human Resources, a small, but dedicated, professional team who work closely, supporting each other. This role will provide a highly effective and efficient recruitment service for both permanent and casual positions, through a robust resourcing process introducing quality candidates into the business, providing an amazing candidate experience as well as providing a high standard of service to the hiring manager. Working with the business to ensure the Equality, Diversity and Inclusion is delivered in all areas of recruitment and attraction.

Key Responsibilities

- Work with the HR Director to develop a robust and engaging Recruitment Strategy.
- Working with key internal stakeholders to ensure our employer brand is relevant and promoted both internally and externally at every opportunity in recruitment.
- Overseeing all roles, shortlisting CVs to hiring managers, gathering feedback, and taking candidates through the recruitment lifecycle.
- Maintaining a positive candidate experience throughout the hiring process, ensuring candidates are well informed and looked after at each stage of the recruitment journey.
- Developing and maintaining effective working relationships with relevant managers to fully understand and fulfil their recruitment requirements, ensuring that they are updated throughout the entire process.
- Ensure business areas follow a structured interview process, properly identifying high performing candidates within the market that match business requirements and values.
- Management of the Staffing & Recruitment Officer who will have day-to-day responsibility for controlling and managing the booking of variable event staff, ensuring allocations are within event budgets and allocated correctly.
- Working with the Staffing & Recruitment Officer to develop and update annually (or when appropriate) a clear strategic recruitment plan for non-fixed labour to continue to increase the available variable workforce pool to align with the requirements of the events calendar.
- Assisting with careers fairs and other identified recruitment fairs.
- Ensure the SRO is staffing events to the correct staffing levels whilst keeping within the overall event budgets and reduce the reliance on agency labour.
- Working as part of the HR team, providing additional resources wherever possible.

Essential Requirements

- The successful candidate will have experience of working within recruitment, either working in-house or agency side, and ideally you will have experience of recruiting within the event hospitality or conference & events or hotel industry.
- A generalist HR background would be considered, with a clear bias towards recruitment and onboarding.
- Experience of both volume and specialist resourcing including attraction design and delivery (on and offline), and employer brand positioning.
- Demonstrable passion for recruitment and experience in a fast-paced recruitment role; able to build credible working relationships at all levels, with an adaptable and supportive style.
- Ability to demonstrate keen commercial acumen and understand the complexities and drivers of the conference & events, hospitality and hotel budgets and P&L.
- Proven record of taking initiative to continually improve and develop innovative recruitment solutions.
- Excellent communication and negotiation skills, ability to effectively manage key relationships.
- Confident, well presented.
- Well organised, able to work under pressure, managing a fluctuating workload.
- You'll be a team player and a strong communicator who is able to develop successful business relationships.
- High attention to detail, IT literacy (Microsoft Office) (Labour management software) and the ability to track and record performance through meaningful management information
- Willingness to work out of hours at weekends and evenings, particularly for major events (concerts) and during the cricket season (April to September).

Take a look at the Job Description and if you have the relevant skills and experience and wish to apply for this role please send your CV with current salary details to Joanne Hunt, Lancashire Cricket at careers@lancashirecricket.co.uk. Closing date for applications is **1st September 2021**. *Lancashire Cricket's ambition is to work towards promoting a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.*