

Job Description

Job Title: Internal Recruiter

Name of Jobholder:

Reports to (title): Human Resources Manager

Department: Human Resources

Date: July 2022

Main Purpose of the Job

To provide a highly effective and efficient permanent and casual recruitment service by ensuring the introduction of high-calibre candidates into the business via a robust resourcing process and in line with the Club's ambitions to promote and nurture a diverse and inclusive workplace.

To work closely with the HR Manager to continually develop and promote the Club's approach to diversity and inclusion at all stages of the recruitment process.

To deliver an amazing candidate experience throughout the recruitment journey as well as providing a high standard of service and guidance to the hiring manager.

Specific Tasks and Responsibilities

Permanent Recruitment

- Working with the HR Manager to develop robust and engaging annual recruitment campaign strategies
 - 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
 - Ensuring all job descriptions are up-to-date and utilised throughout the recruitment process
 - Placing adverts on job boards, social media platforms, utilizing in house advertising as well as thinking outside the box to enable us to reach applicants
 - Ensuring that diversity and inclusion is at the heart of the recruitment process and that the approach to sourcing, shortlisting and interviewing is designed to ensure we attract and engage with candidates from all backgrounds
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- Shortlisting CV's and liaising with hiring managers in relation to arranging interviews and where appropriate attend first stage interviews with candidates
 - Ensuring business areas follow a structured interview process, properly identifying high performing candidates within the market that match business requirements and values
 - Management of the Applicant Tracking System (Talos) and utilising the labour management system (Humanforce)
 - Liaising with HR & Payroll Administration Manager regarding new starter process
 - Developing and working effectively with recruitment agencies, maintaining regular contact with them throughout the recruitment process
 - Providing HR Manager and HR Director with weekly recruitment updates for the business
 - Processing offer and onboarding documentation for successful candidates
 - Working as part of the HR team, providing additional resources wherever possible

Variable Recruitment

- Annually create a 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
- Attending careers fairs and other identified recruitment fairs
- Working with the C&E event operations team to ensure the use of agency labour is cost effective and remove reliance on agency labour through building own in-house pool of staff
- In collaboration with the C&E staffing review agency performance and relevant PSL in place
- Assisting with "check-in" of casual employees when required on major event days, this will include evenings, and weekends

Qualifications / Knowledge / Experience

- The successful candidate will have experience of working in an in-house recruitment role, ideally within the events or hospitality industry.
- Demonstrable passion for recruitment and experience in a high volume and fluctuating recruitment environment
- Previous experience using ATS and staffing software (Talos and Humanforce would be preferred)
- 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
- Proven record of taking initiative to continually improve and develop innovative recruitment solutions
- Willingness to work out of hours at weekends and evenings, particularly for major events (concerts) and

during the cricket season (April to September)

- Excellent organisational skills coupled with the ability to work in a fast paced and targeted environment
- Excellent communication and interpersonal skills and the ability to build and maintain relationships at all levels of a business
- Confident, well presented.
- 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.

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed
