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**JOB DESCRIPTION**

**Job Title: Recruitment & HR Officer**

**Department: Corporate Services**

**Reporting to: HR Coordinator**

**1. JOB SUMMARY**

The purpose of this role is to support the smooth delivery of effective recruitment and selection services within Imagine, including advertising jobs utilising job sites, the Company website and other appropriate channels; co-ordinating interviewing, selection and on-boarding procedures, and maintaining a high quality administrative function that drives the candidate experience. You will also provide general HR and administrative support, as well as managing reception duties, directing telephone and email messages and logging IT issues.

**2. LOCATION**

The post holder will be based at Imagine’s Head Office in Liverpool.

**3. SUPERVISORY RESPONSIBILITY**

The post has no direct supervisory responsibilities but there is of course a duty upon all employees to be aware of appropriate service standards and to report any breach of standards to someone in authority.

**4. MAIN DUTIES** To:

1. Provide administration support with regard to recruitment and selection, including advertising vacancies via job sites, the Company website and other appropriate channels, following the correct process for all applications/CV’s received and liaising with managers regarding the selection of candidates for interview.
2. With appropriate guidance from managers, co-ordinate interview and selection processes, including contacting candidates, arranging interviews and preparing all relevant interview documentation.
3. Conduct all pre-employment checks and paperwork, including DBS applications, right to work checks and reference requests, ensuring all documentation is received and processed in the correct way.
4. On-boarding of successful candidates, including issuing offer letters and contracts of employment, with guidance from the relevant service manager.
5. Maintain best office practice including using filing/archiving systems; adhering to policies/procedures re GDPR and ensure best practice in the handling of confidential data.
6. Use a range of IT applications to assist in the operation of Imagine.
7. Ensure that all relevant HR records and tracking systems are updated as required in a timely manner.
8. Provide daily administration including handling mail, photocopying, filing, archiving, dealing with queries, and other general clerical/administrative duties
9. Process purchase requests as/when required.
10. Deal with in person visitors, and telephone calls from the people we support, our staff, volunteers, as well as those from external agencies, whilst proactively problem solving or redirecting where appropriate ensuring the highest standards of customer care at all times.
11. Organise and facilitate meetings as and when required, liaising with the chair of the meeting, distributing invitations, agendas, reports, taking minutes/notes and circulating these in a timely and efficient manner.

**5. REQUIREMENTS** All employees are expected to:

* Act with integrity at all times and with a proactive, professional manner.
* Ensure that principles of equality are included into all areas of work.
* Always be responsive to the needs of those Imagine is there to support and be helpful and supportive to colleagues.
* Adhere to all Imagine policies and procedures at all times.
* Comply with all health and safety and any other statutory/ regulatory requirements.
* Demonstrate working to help deliver the organisation’s aims and objectives.
* Undertake any other tasks, which may be requested from time to time by the organisation.
* Safeguard all the organisation’s property, intellectual or otherwise, and any confidential information relating to work.
* Meet targets and objectives as set by your line manager.
* Undertake all duties and tasks in an efficient, accurate manner resulting in excellent service provision.
* Commit to continuous personal development and participate fully in training and learning.
* Attend and participate in supervision sessions and an annual appraisal.
* Attend and participate in staff meetings and other events organised by management.
* To contribute to the learning and development of other staff

1. **EQUALITY, DIVERSITY AND INCLUSION**

Imagine aims to provide high quality services to enhance the quality of life of people experiencing disadvantage. In order to fulfil this aim, it operates a policy of equal opportunities to ensure that no-one using its services, job applicant, employee, volunteer or carer is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, sexuality, nationality, religion, ethnic or national origin, disability or marital status.

1. **CONFIDENTIALITY**

In the course of your duties you may have access to confidential information about individuals or about company business. Under no circumstances must this information be communicated to anyone other than the authorised persons. These may include medical or other professional staff who are involved in the care and treatment of a person. If in doubt refer to your line manager.

*Please note that this job profile may be amended to meet the needs of the service and does not preclude other tasks as directed by your manager. Alteration will be discussed in advance with the post holder whose agreement will not be unreasonably withheld. The job description does not form part of your contract of employment.*

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*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **PERSON SPECIFICATION**  **Recruitment Officer** | **Essential/ Desirable** | **Method of Assessment** |
| **Qualifications**   * Good standard of education including grade Level C or above in Maths & English (GCSE/O Levels) or equivalent * NVQ Level 3 Business Administration or equivalent * CIPD qualified, or working towards | **E**  **E**  **D** | Application  Application  Application |
| **Experience**   * Minimum 1 year experience of working within an office environment as part of a team. * Experience of working in a recruitment role. * Experience of maintaining timely and accurate records using IT e.g. HR systems, spreadsheets and databases. * Experience of working in the third sector. * Experience of dealing with the public, inc. receptionist duties. * Experience of administration support for internal meetings/hearings/events. * Experience of HR/recruitment support. | **E**  **D**  **E**  **D**  **D**  **E**  **D** | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview |
| **Skills & Abilities**   * Good with people. * Good standard of numeracy. * Excellent communication skills. * Good IT and digital skills. * Ability to work using your own initiative. * High standard of organisation and time-management skills. * Ability to work as part of a team. * Ability and willingness to work in a flexible manner to meet the needs of the service. * Ability to handle confidential information with discretion, and in line with GDPR. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview |
| **Knowledge**   * Some knowledge about mental wellbeing and social inclusion * Awareness of the Equality Act 2010 | **D**  **D** | Application/Interview    Application/Interview |
| **Personal Attributes**   * A positive attitude towards people with complex needs. * Have awareness of personal values and prejudice. * Commitment to equality, diversity, and inclusion. * Ability and commitment to implement all Imagine’s policies and objectives. | **E**  **E**  **E**  **E** | Interview  Interview  Interview  Interview |