

Job Title: Recruiter  
 Reporting to: Recruitment Manager  
 Direct Reports: 0  
 Job Band: Band 4  
 Size of Team: 2

The Recruiter will source new employees across a wide range of roles for St John. They will build and maintain positive working relationships with internal stakeholders and prospective employees. The Recruiter will utilize social media, events, technology and innovative sourcing methods to create campaigns and source talent for St John Ambulance (SJA), including recruitment for key, hard to fill and high-volume roles.

## Key Responsibilities

- Develop productive relationships with line managers, directors and HR colleagues in HR to establish a strong understanding of the organisation, including its resource requirements
- Develop and execute high volume, multi-channel recruitment campaigns
- Work with HR Advisors to guide managers through the recruitment and selection process
- Plan and attend recruitment events and engage with prospective candidates to champion working for St John Ambulance
- Prepare compelling job adverts for advertising roles
- Conduct searches to fill key roles and sell the benefits to candidates of working for SJA
- Use social media (such as LinkedIn Recruiter) to attract talent and promote SJA's employer brand
- Assist with management of SJA's LinkedIn and other recruitment web pages, ensuring that the information is accurate, informative, up-to-date and accessible
- Provide and disseminate timely management information related to recruitment including KPIs
- Work with HR administration team to ensure the timely processing of recruitment administration
- Work with the Recruitment Manager to improve recruitment and selection practices, policy, strategies
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

## You will

- Be willing to travel to different locations throughout England
- Be flexible in your approach to recruit for different levels across multiple disciplines
- Be highly motivated to deliver results



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Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C) including Maths & English	✓	
<b>Experience</b>		
Previous experience in a recruitment/talent acquisition role	✓	
Demonstrable 360 recruitment experience across multiple business areas/disciplines, ideally gained from a combination of agency and in-house roles	✓	
Experience with multi-channel candidate attraction methods	✓	
Creating and preparing reports on candidate tracking	✓	
Experience working with Applicant Tracking Systems and using LinkedIn recruiter		✓
<b>Skills, knowledge and abilities</b>		
Excellent communication skills (written and verbal), ability to converse credibly and professionally with internal and external audiences	✓	
Proactive in approach to work, relationships and collaboration	✓	
Process driven and can recognise where flexibility and adaptability	✓	
Well-organised with a systematic approach to multi-tasking and prioritising	✓	
Good knowledge of Microsoft Office/Office 365	✓	
Good knowledge of Excel Pivot Tables for reporting		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: MP

Date of preparation: 22/11/18



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