

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

People Team

POST:	Talent Coordinator
SALARY:	NJC Scale Point 16
ACCOUNTABLE TO:	People Partner
RESPONSIBLE FOR:	N/A

ORGANISATIONAL EXPECTATIONS:

Inspire North aims to provide a high-quality customer service adhering to the principles of best practice, promoting equal opportunities, and working positively with diversity. Inspire North is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Inspire North at all times.

OUTLINE OF POST:

You will play a key role in ensuring Inspire North attracts people who share our values and have the skills to deliver high quality services to our clients.

Good recruitment is vital for every organisation – your role is to ensure we have the right people, with the right skills, for the right roles at the right time.

You will be an ambassador on behalf of Inspire North - first impressions matter!

You will support our recruitment process to ensure it is transparent, timely and fair, with practices and systems regularly reviewed to ensure our resourcing methods are current and are attracting quality candidates.

Inclusion and diversity are fundamental to our organisation. Integral to your success is attracting and retaining a diverse workforce.

MAIN TASKS:

1. Planning campaigns with hiring managers providing advice on most effective recruitment methods and media sources.

2. Use social media, including LinkedIn, Twitter and other platforms to market vacancies and maximise candidate attraction whilst promoting the Inspire North brand.
3. Use creative copywriting techniques to ensure communications, including adverts, are effective and position Inspire North as an employer of choice.
4. Maintain up-to-date knowledge of best practice recruitment and selection techniques to ensure continuous improvement.
5. Work alongside recruiting managers to review and refresh job descriptions and person specifications ensuring legal compliance.
6. Ensure all documents submitted to recruiting managers and panels are up to date, accurate versions.
7. Work collaboratively and productively with colleagues to provide a 'seamless service' to all 'customers', internal and external.
8. Identify, coordinate, lead job fairs/ events promoting the organisation and employment opportunities.
9. Proactively identify recruitment hot spots and work with managers to resolve the issues.
10. Develop reporting tools to provide accurate recruitment and onboarding data/ reports.
11. Ensure the relevant applicant tracking system(s) is used for managing all steps in the recruitment process
12. Ensure there is a smooth transition between recruitment and onboarding.
13. Communicate and update the line managers and candidates on all stages of Recruitment and Pre-employment processes on a regular basis
14. Coordinate the recruitment work of the people team.
15. Provide a highly professional and positive candidate experience to all applicants.
16. Ensure all personnel records are kept accurately and in line with GDPR legislation.
17. Adhere to and keep up-to-date with policies, guidelines, procedures and practices.
18. Participate in regular supervision, team meetings and other meetings as required.
19. Represent Inspire North in a knowledgeable and professional manner at all times.

20. Maintain appropriate professional boundaries at all times.
21. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
22. Partake in Inspire North's Personal Development Review system.
23. Any other duties commensurate with the grade and level of responsibility of this post.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North.

Person Specification

Talent Coordinator

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stages to decide how suitable each candidate is to take on the role.

Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and associated group companies	✓		A, I
Knowledge & Skills	Essential	Desirable	
Excellent technical literacy of Microsoft Applications e.g. Word, Excel, Power point, Outlook, Access	✓		A, I, E
Excellent verbal and written communication skills, including accuracy and attention to detail	✓		A, I, E
Good working knowledge of social media platforms	✓		A, I
Ability to coach and advise managers through recruitment process	✓		A, I, E
Understanding of Safer Recruitment guidelines and onboarding checks including Right to Work	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A

A second Language e.g. Urdu, Polish, BSL		✓	A
Experience	Essential	Desirable	
Previous experience of writing and editing creative materials for both internal and external communications including vlogs/blogs and podcasts	✓		A, I, E
Experience of using a range of social media and digital tools to target a range of diverse audiences	✓		A, I
Proven experience of undertaking meaningful market research and use a range of analytical tools to produce reports	✓		A, I
Experience of promoting a brand/ concept using a variety of campaign concepts	✓		A, I
Experience of working with confidential information where discretion is required	✓		A, I
Experience of organising and coordinating events		✓	A, I
Experience of using applicant tracking systems e.g. Networx		✓	A, I
Experience of high-volume recruitment across multi-sites		✓	A, I
Experience of mental health, homelessness, housing either as a service user, carer, worker or volunteer.		✓	A