

OUTLOOK CARE

Recruitment Coordinator (Bank)

Role title	Recruitment Coordinator (Bank)
Service type	Corporate Services
Reporting to	HR & Resourcing Partner
Location	Essex & London - Remote
Responsible for	n/a

Role purpose

To support the HR & Resourcing Partners and Operational Managers by supporting with Outlook Care's recruitment, selection and on-boarding processes ensuring an effective, efficient and compliant recruitment service, and to maintain oversight on people related compliance processes.

Key Outcomes Required from the post

- Support operational managers to achieve their resourcing plans by:
 - Ensuring all vacancies are advertised on our recruitment portal and other websites ensuring maximum exposure of the vacancy
 - Ensuring offers to successfully candidates are made quickly with candidates flowing into screening with minimal delay
 - Overseeing the screening and on-boarding process supported by the relevant applications
- Provide weekly updates to HR on the progress of candidates and resolving any queries which may arise using current systems to provide accurate information
- Ensure copies are held of all relevant material to support the recruitment process in line with GDPR principles
- Ensure employment contracts are sent to candidates in line with legal requirements
- Advise Admin of new starters and details of all relevant pre-employment checks
- Oversee compliance of DBS Disclosures and Right to Work checks for new staff at Outlook Care, managing the process of rechecking and escalating any issues
- Develop effective working relationships with applicants, staff and operational managers across Outlook Care
- Work in line with our organisational values at all times
- Any other duties which would be relevant to the role

Person Specification

Experience , Qualifications and Specific Knowledge	• Good knowledge of recruitment, selection and on-boarding processes with an in-depth understanding of best practice. • Good understanding of the requirements of recruitment within Care and Support • Experience in an administration role with the ability to work to meet deadlines, accuracy and the ability for critical thinking – ideally within Care & Support but not essential
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	Fully computer literate with a good working knowledge of IT packages, systems and applicant tracking applications.
Other role specific requirements	- Able to work flexibly and undertake other such duties as may be reasonably required by senior management - Must be a car driver with vehicle available for use at work (or be able to make flexible arrangements to travel as required for the role)