

King's Foundation Job Description

RECRUITMENT OFFICER



THE KING'S FOUNDATION

The King's Foundation is a sports and education charity that seeks to develop children in the UK, Europe and developing countries. Our primary service is King's Camps; activity day camps for children during the school holidays. Other services include consultancy, recruitment, specialist coaching and sports outreach. Christian principles underpin all of our work.

STATEMENT OF PURPOSE

The primary role of the Recruitment Officer is to meet human resource requirements across services and help to promote The King's Foundation as a key seasonal employer.

OBJECTIVES

1. To recruit high quality staff teams for King's Foundation products and services
2. Communicate a clear and co-ordinated brand across all products and services
3. To help promote the King's Foundation as a key seasonal employer

PRINCIPLE RESPONSIBILITIES & DUTIES

- Work within the agreed financial targets and deadlines for recruitment services.
- Adhering closely to the Recruitment Policy, which specifies minimum requirements and deadlines, recruit and select well-balanced staff teams which will deliver high quality products on our UK camps.
- Maintain good relationships with existing staff throughout the year.
- Ensure an attitude of excellent "Customer Service" in all communication with staff and applicants.
- Supervise the work of temporary recruitment staff including administration setting and monitoring clear numerical targets with deadlines.
- Act as second line account management and support to King's Professional Services contracts.
- Involvement in assessment of staff team performance particularly during UK camps.
- Project manage workload to ensure systems and procedures are effective and efficient and that information is processed quickly, up-to-date and accurate.
- Promote The King's Foundation to all relevant bodies throughout the UK to attract the best staff.
- Oversee the recruitment administration process, setting clear targets and ensuring that all employees successfully complete the contract, suitability and online training process prior to commencing work.

REPORTING PROCEDURE

- Report Directly to Head of Operations
- Weekly meeting with Recruitment Team, co-ordinated by the Office Manager
- Monthly 1:1 meeting with the Head of Operations
- There will be a formal review of your work twice a year

IDEAL PERSONAL SPECIFICATION

Attainments/ Qualifications

- Educated to degree level or at least 2 years recruitment experience

Experience

- A minimum of two years recruitment and training experience
- Experience of working in the childcare, sports or family services sectors

Skills/ Attributes

- Confident telephone skills with strong emphasis on customer service
- Ability to deal with conflict resolution
- Ability and willingness to work within budgets and procedures
- The determination and application required to meet targets and deadlines
- P&L awareness and understanding
- Strong organisational skills with attention to detail
- Strong interpersonal skills
- Understanding and awareness of macro issues that affect the King's Foundation
- Flexibility; working both individually and as part of a team
- Determination and resilience to overcome setbacks
- Current driving licence

Other

- Fully supportive of the Christian ethos of the King's Foundation
- Competency in Word, Excel and Microsoft Office products
- Ability to make visits within the UK and overseas