

East Anglia Children's Hospices - EACH

Job Description



Job Title: Recruitment Administrator

Responsible to: Head of Human Resources

Directorate: Human Resources

Job Summary:

Working closely with the Recruitment Coordinator and the HR team, the Recruitment Administrator provides essential support for the EACH recruitment process, ensuring that the applicant journey and recruiting manager processes run smoothly and efficiently across the whole organisation.

This role involves handling various administrative tasks related to recruitment, from working with recruiting managers to help them prepare for selection, posting job adverts, managing the applicant journey and communications, scheduling interviews, and maintaining accurate recruitment records. This is done via using the EACH automated recruitment system (ATS).

The Recruitment Administrator plays a key role in helping the organisation attract and hire top talent while supporting our recruiting managers to carry out a thorough, fair and consistent processes and practice with a focus on equity and diversity inline with the organisations values and mission.

The Recruitment Administrator acts as the first point of contact for all recruitment activity ensuring quality and positive candidate experience throughout.

Whilst focused on recruitment administration, there is an expectation that the job holder will support the HR team on other administration tasks and projects depending on workload.

Responsibilities

- Administration linked to all aspects of the recruitment and selection process including:
 - Receiving and processing all recruitment requests within agreed timescales on the Recruitment ATS system
 - Placing all adverts in agreed timescales on the Recruitment ATS system and external job sites

- Accurately recording and updating advert costs on the Recruitment ATS system
 - Collating and monitoring the progress of applications for each vacancy
 - Respond to queries regarding vacancies from applicants and recruiting managers
 - Support recruiting managers in providing fair and consistent feedback to applicants
- Assist in the creation of innovative, accurate and impactful advertisements and work with our advertising agency, and other organisations/agencies as appropriate, to identify the most suitable and cost effective media.
 - Undertake all recruitment administration including inviting applicants to interview and applicant/recruiting manager queries including feedback requests and other correspondence.
 - Managing and maintaining external job boards including Indeed, NHS Jobs and Primary Care Careers
 - Maintaining the Recruitment ATS System ensuring that all data is up to date and accurate.
 - Reviewing and maintaining the recruitment section of the EACH intranet site
 - Support in reviewing the organisations recruitment processes with a focus on equality and diversity and fulfilling key objectives.
 - Ensuring compliance with confidentiality, GDPR and document destruction
 - Assisting with applicant screening and interviews when required
 - Maintain and update EACH's monthly Organisation Charts
 - Coordinate, support and attend recruitment events (which very occasionally may be during evenings)
 - Play an integral part in developing recruitment processes and the EACH value proposition offering with the Recruitment Coordinator.

General requirements

- Maintain confidentiality in all areas of work at EACH.
- Ensure that conduct within and outside EACH does not conflict with organisational expectations.
- Actively support and promote EACH and all its policies.
- Promote the safeguarding and welfare of children, young people and vulnerable adults
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible.

EACH – Values

Empathy and understanding

Understanding the views and feelings of others is central to our work relationships and how we interact daily. We actively encourage unique perspectives, backgrounds, and experiences of others, fostering an environment where all voices feel valued.

Commitment to quality

We consistently employ our best efforts and strive for the highest standards in everything that we do, always looking for ways to improve

Open, respectful and accountable

We operate in an honest, respectful and collaborative way, encourage open constructive feedback and celebrate diverse viewpoints. We are mindful of the power of our words, actions and biases, and hold ourselves accountable to ensure a safe and inclusive environment of everyone.

Make it happen

We are empowered to and take responsibility forgetting things done

Additional Points of Reference

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

The management and clinical philosophy of EACH is based on a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate according to this concept. All staff must be sympathetic to, and able to project the philosophy and concept of hospice care.

The role of volunteers is integral with the work of EACH, and paid staff are required to underpin this in their attitude and actions.

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Person Specification



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	Essential	Desirable
Knowledge/ Training	<ul style="list-style-type: none"> • Strong numerical and literacy skills required • Competency in Microsoft Office (Word, Excel, Outlook) and databases • 	<ul style="list-style-type: none"> • Awareness of recruitment compliance, data protection, and equality regulations. • Familiarity with recruitment administration practices and procedures • HR database/software experience
Experience	<ul style="list-style-type: none"> • Ability to manage multiple tasks, schedules, and deadlines efficiently. • Proven experience and flexibility in a busy fast paced administrative role. • Ability to input and maintain accurate, comprehensive database records. • Experience in a customer-facing role, demonstrating professionalism in handling queries. 	<ul style="list-style-type: none"> • Experience of working in an HR/Recruitment environment and using applicant tracking system (ATS) software
Skills & Abilities	<ul style="list-style-type: none"> • Strong verbal and written communication skills. • Ability to adapt communication style to guide, support, and provide clear and concise information. • Strong organisational skills and ability to managing changing priorities and demands. • Adaptability and flexibility in order to manage changing demands of the role. • Enthusiastic and self-motivated 	<ul style="list-style-type: none"> • Problem-solving skills to enhance the recruitment experience for candidates and hiring managers.

	<p>approach to work.</p> <ul style="list-style-type: none"> • Attention to detail • Maintains discretion when handling sensitive HR and candidate data. • Collaborative team player who is also able to work independently 	
Other Requirements	<ul style="list-style-type: none"> • Willingness to travel to EACH's three hospice locations and other sites within East Anglia as required (pool car will be available) 	