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| Recruiter |
|  Job Title: | Recruiter | Job Category: | Associate |
| Department/Group: | Search & Advisory | Reports to: |  |
| Location: | London/Nottingham | Travel Required: | Minimal |
| Level/Salary Range: | Regional role, commensurate with experience | Position Type: | Full-time |
| Line management | N | Finance management | N |

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| **Job Purpose:**Inclusive Boards (IB) is an executive search and advisory firm that specialises in equality, diversity and inclusion. We support organisations and sectors in their efforts to develop more diverse boards, senior leadership teams and stronger governance structures. Our services include Executive Search, Advisory, and Diversity and Inclusion Training. The postholder will play a senior role in all aspects of undertaking search activity (100%) |

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| **Role and Responsibilities - Executive Search**1. Researching companies and identifying potential business
2. Develop creative sourcing strategies and relationships that focus efforts on diversity outreach
3. Advise on new sourcing strategies for roles
4. Account lead for clients
5. Forging excellent relationships with clients and candidates
6. Filtering applications, reviewing CVs
7. Maintain talent pools and communities of candidates for each role using CRM system
8. Ensure positions are filled within the agreed timescales and agreed key performance indicators by vetting candidates, interviewing and assessing skills prior to longlisting and or shortlisting
9. Create an intellectually stimulating recruitment experience for candidates
10. Undertake meetings with candidates and clients
11. Offer direct support to colleagues
12. Ensuring that standards of work are upheld with personal and peers to ensure consistency, quality and compliance
13. Producing data/reports as and when required.
14. Performing any other reasonable duties as directed by line management.

**Company Responsibilities**1. Leading by example as a role model for Inclusive Boards values and professional standards as an executive search agency and consultancy
2. Supporting continuous improvement in your own areas of responsibility
3. Assisting with the delivery of business and corporate plans for your area

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post. |

**Person Specification**

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| CRITERIA | Essential (E)Desirable (D) |
| **Qualifications*** A degree in Recruitment Leadership, International Human Resource Management or similar.
 | D |
| **Skills/competences*** Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences
* Experience of implementing new initiatives and delivering projects
* Ability to think creatively to solve problems
* Ability to build effective working relationships with large organisations and multiple higher level authority contacts
* Collaborative worker and team player
* Skills in analysing evidence and drawing appropriate conclusions
 | E |
| **Knowledge*** Knowledge of a range of qualitative and quantitative research methodologies
* Knowledge of legal hiring practices, policies and procedures related to equality and diversity and the legal framework and business and management principles involved in strategic planning.
* An understanding of recruitment practices and procedures
* Basic GDPR data regulations
 | D |
| **Previous experience*** Experience of working in recruitment at Executive Level in a range of sectors
* Line management responsibility, taking ownership of large-scale strategic projects with support
* Experience of managing a budget
* Experience of dealing with enquiries using a range of communication methods

(These can be in the context of academic experience as well as work experience) | D |
| **Special Attributes: Exceptional attention to detail; high levels of accuracy** |  |
| **Additional** You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally, you may also be required to complete online tests, exercises, scenarios and/or psychometric testing. Details of this will be provided if you are successfully shortlisted for an interview. The successful applicant will be trained on our CRM system and on GDPR regulations and processes and will be expected to adhere to legal guidelines. |  |