

## HR Recruitment Manager

### Job description

<b>Important dates</b>	All applications must be received by 23:59 on 29 January 2020  The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none"><li>&gt; Interview: week commencing 3 February 2020</li></ul>
<b>Salary</b>	£28,000 - £30,000 per annum + £3,000 London weighting (if applicable)
<b>Location</b>	Birmingham, London, Manchester
<b>Working pattern</b>	Full-time, 37.5 hours per week
<b>Contract</b>	Fixed term – up to 12 month’s maternity cover
<b>Reporting to</b>	Director, People
<b>Direct reports</b>	None
<b>Main contacts</b>	Internal – all Ambition Institute employees External – candidates and recruitment agencies
<b>Role requirements</b>	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

### Main objectives

As a passionate and hardworking Recruitment Manager your main responsibility will be managing the day to day running of our multiple recruitment campaigns, from the initial planning stages to the successful on-boarding of candidates.

To ensure that all recruitment activities are closely managed, documented, monitored, analysed, fit for purpose, and that all candidates have an excellent experience of interacting with the organisation.

## Key responsibilities

- > You will work on implementing a new effective, efficient and fit for purpose online recruitment portal, that's fits in with our employer brand and organisational mission and strategy.
- > You will be the first point of contact for all applicants and will assist with all recruitment administration from advertising new positions to sourcing candidates, processing their recruitment checks and helping to ensure a smooth on-boarding process.
- > You will also arrange timely and effective recruitment campaigns, generate and maintain a candidate database and manage parts of our online social media.
- > You will manage the complete recruitment cycle and manage the implementation of the full end to end recruitment process. This includes the day to day logistical planning and administration of interviews and other assessment and selection methods.
- > You will also work with the rest of your People colleagues, direct hiring managers and directors to identify workforce planning needs and recruitment trends across the organisation and in the wider industry.
- > Drafting, implementing and re-evaluating our attraction plans for key roles.
- > You will work closely with the Internal Communications team and the wider Marketing & Communications team on ensuring we are attracting the right talent and accurately positioning our employer brand.
- > You will support and where necessary train hiring managers on our recruitment processes.
- > You will refine and shape the recruitment strategy to ensure that our recruitment process is aligned with our learning and development process, weaving in our passion for sourcing internal and external talent.
- > You will help the organisation to develop clear and compliant job descriptions, fit for purpose job adverts, and agree on the correct assessment and selection methods and process for each campaign or role.
- > You will help in developing and promoting the equality, diversity and inclusion angle within our recruitment process, ensuing we recruit fairly and objectively and are in line with statutory law and best practice.
- > You will use analytic recruitment data and meaningfully interpret the results in order to come to a series of recommendations and conclusions that can help shape workforce solutions.
- > You will fully manage our jobs inbox and ensure that all emails are dealt with appropriately and in a timely manner.

- > You will support the HR team in a HR Generalist capacity, where required

## **Person specification**

### **Essential**

The ideal candidate will possess the following qualities:

- > Able to hit the ground running and get stuck into the role at pace and with minimal supervision.
- > You will be adaptive, flexible and comfortable working at pace.
- > You will be versatile, flexible and collaborative, understanding the need for effective business partnering.
- > You will have experience of leading a recruitment team or the recruitment process.
- > You will have experience of working within a complex fast paced organisation and one that has gone through significant change.
- > You will have experience of dealing with external candidates with a customer centric approach.
- > You will have experience of working with a wide variety of job boards and professional social sites such as TotalJobs, LinkedIn, Glassdoor etc.
- > You will have proven experience of influencing hiring managers.
- > Outstanding people skills, with the ability to influence others and establish effective working relationships with people of all working styles, backgrounds, experience, etc.
- > A team player, but with the ability to work under own initiative to deliver to deadline.
- > Able to apply corporate style within a social enterprise.
- > Attention to detail and strong organisational skills.
- > A strong commitment to education, the non-profit sector and raising the aspirations, achievement and life chances of all children.

### **Desirable**

- > CIPD qualified or working towards a qualification relevant to HR and recruitment / resourcing and or employee retention
- > Experienced HR Generalist knowledge with strong recruitment background

This post is subject to receipt of two satisfactory references and right to work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

## Work for us

It couldn't be a more exciting time to join Ambition Institute. We're a new, bold organisation formed from the merger of two education charities, Ambition School Leadership and the Institute for Teaching.

Through our suite of programmes for individuals and organisations, we're able to support educators at every stage - from new teachers through to executive leaders of groups of schools. You can find out more about us at [www.ambition.org.uk](http://www.ambition.org.uk)

We are looking for people who:

- > Are experts, or are working towards become experts, in their field.
- > Have a strong commitment to our mission.
- > Embody our values - work for the team, own your role, and keep getting better.

## Our divisions

Ambition Institute has three divisions – Programmes, Partnerships and Operations.

The Programmes division designs and delivers high quality development for educators. The division is made up of four departments:

- > Learning Design shapes the curriculum and content for all programmes
- > Impact Governance quality assures, assesses and measures our work to help us to keep making it better. It also leads on professional development across the organisation.
- > Programme Leadership works with teams across the organisation, bringing together everything that a programme needs to ensure it has the biggest impact.
- > Programme Operations implements all delivery across our programme suite, managing logistics, data and relationships with our participants and faculty.

The Partnerships division manages relationships with individual leaders, schools and the wider education system and is made up of three departments:

- > Marketing & Communications leads on attracting the participants for our programmes, communications to engage and inform stakeholders, and relationship management of government bodies.
- > School Partnerships manages relationships with individual school leaders, with a focus on the areas of the country most in need of support. This team also supports participants with tailored care throughout their programme journey from application and assessment to alumni.
- > Business Development and Fundraising develops new programmes and products and builds partnerships with funders.

Operations ensure that the organisation operates effectively. The division is made up of five departments:

- > Finance develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- > People is responsible for ensuring that we find, hire, develop and retain world class individuals who can help us to achieve our mission.

- > Technology ensures that the organisation has the technology that teams need to perform effectively. This includes both internal systems and those used by our participants.
- > Data and Continuous Improvement works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.
- > Executive Assistants enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.

## Our offer

We are happy to be able to offer you:

- > Flexibility on how you work – agreed between you and your line manager
- > A competitive annual leave entitlement of 25 days, plus bank holidays
- > A generous employer pension contribution of 11% (10% pension plus 1% NI rebate)
- > Competitive salary rates
- > Access to an interest free season ticket and bike loans, as well as eyecare vouchers
- > An Employee Assistance Programme (EAP) which provides confidential support for employees on personal or work-related matters.
- > A robust learning and development offer that ensures your continuous professional development

## How to apply

To apply for any of our vacancies please email [jobs@ambition.org.uk](mailto:jobs@ambition.org.uk) with the following:

- > An up-to-date CV, no more than two pages in length
- > A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- > Equality monitoring form

We are committed to the safeguarding of children and the most vulnerable in our society and, as such, we are unable to employ individuals with relevant convictions, including the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any questions or queries please email us at [jobs@ambition.org.uk](mailto:jobs@ambition.org.uk)