**Job Description**

**Job title:** HR Administrator (Recruitment)

**Directorate:** HR (Resources)

**Location:** Head Office

**Accountable to:** SeniorHead of HR

**Accountable for: N/A**

**Pay grade:** band 4

**Type:**  Fixed term contract (ending July 2025)

**Values Framework**

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

* Together
* Focused
* Bold
* Personal

**General Overview of Role**

As a member of the HR team, this role is responsible for providing an accurate and efficient administrative service to the wider HR team within the Charity to cover all aspects of the employee life cycle.

**Main Duties and Key Responsibilities**

**Recruitment**

* To be a main point of contact for routine HR queries and respond to routine enquiries from staff, (recruitment) applicants as well as recruitment agencies, organisations which advertise roles directly and the advertising agency
* To manage recruitment administration for all posts to include;
	+ - Electronic filing and updating of person specifications and job descriptions
		- Sourcing and engaging recruitment options for selected roles on advice of HR team
		- Updating the recruitment page of the CS website and other recruitment sites. Monitor response rates
		- Collating applications and dealing with routine enquiries, liaising with key contacts in all departments
		- Co-ordinating the shortlisting process, where necessary (i.e. for Head Office)
		- Informing applicants of the outcome, where necessary (i.e. for Head Office)
		- Arranging interviews, where necessary (i.e. for Head Office)
		- Making offers of employment and submitting all paperwork as part of the hiring process
* To regularly update line managers on the progress of recruitment within the charity
* To support the onboarding process when required and to provide monthly reports.

**Other Duties**

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

**Risk Management**

As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder’s line manager.

Infection Prevention and Control

Maintain an up-to-date awareness of the Infection control procedures relevant to your area of work and implement these in practice. As a minimum this must include hand hygiene and the use of personal protective equipment as appropriate.

Signature of postholder

Print name

Date