



**£23k FTE, 30 hrs per week.**

**Job Title:** Recruitment Co-ordinator

**Job Level:** Junior Manager / Co-ordinator

**Responsible To:** People Business Partner

**Direct Reports:** N/A

**Place of Work:** This role is based at Head Office but will be expected to travel to other venues as a when required.

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### **Purpose of the Job**

The Recruitment Co-ordinators role is primarily to assist the Trust in ensuring a fair, consistent and effective recruitment and selection process is delivered.

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### **Job Summary:**

To co-ordinate all elements of the recruitment and selection process for the Sheffield City Trust with a focus on creating a positive, fair and inclusive feel throughout. This is to be done by working with, adapting and continuously improving our policies and procedures.

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### **Key Responsibilities:**

- Co-ordinating the recruitment process for Sheffield City Trust (SCT) following the process from start to finish in-line with the relevant Policy and Procedures.
  - Shortlisting candidates based on the relevant Person Specification.
  - Tracking the progress of all applicants ensuring effective communication at all stages with candidates.
  - Ensure the SCT Equality, Diversity and Inclusion strategy and action plan is embedded throughout the recruitment process.
  - Working in collaboration with the People Administration team and assisting with this workload as and when required. This will include administering the onboarding, change and leaver processes.
  - Co-ordinate an existing talent bank of candidates to ensure maximum effectiveness of the selection process and equality of opportunity.
  - Communicate with candidates throughout the complete process.
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- Ensure job offers and feedback are provided in an effective and consistent manner to all candidates as and when required.
  - Develop the SCT recruitment processes to be as efficient and effective as possible with a focus on Equality, Diversity & Inclusion and Safer Recruitment guidelines.
  - Work effectively with the central and venue marketing teams to ensure the SCT website is as up to date as possible.
  - Advertise job vacancies on third party advertising sites as required.
  - Maintain accurate records for all aspects of recruitment and selection at SCT.
  - Undertake recruitment and selection activities as and when required to do so.
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## **Expected Behaviours**

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.

Ethical, with integrity – Operates with sound moral principles, through a broad knowledge of the wider environment. Displays strong integrity, honesty and builds trust easily

Inspiring – Approaches everything with energy, passion, empathy, and connection.

Driven – Extremely hard working, is compelled to accomplish goals individually and drives teams to do the same.

Excellent Communicator – Articulates clearly and concisely, listens to others, and ensures that relevant information is shared across the organisation.

Motivated Is genuinely invested in the success of their team and organisation.

Self-aware understands that their behaviour and mood have an effect on others.

Compassionate Has a good understanding of their team and is compassionate and empathetic to those around them.