



JOB SPECIFICATION

Onboarding Officer (Seasonal)

Department: Recruitment

Reports to: Recruitment Manager

Location: Sheffield

About the Role

The onboarding Officer is responsible for looking for ensuring every individual we hire is qualified, suitable and equipped to work safely with children. Communicating regularly with students, teachers and sports coaches across a number of channels, processing disclosure checks, verifying qualifications and follow up with referees and ID checkers to meet verification targets.

Key Responsibilities

- Working collaboratively with the Recruitment and Onboarding team to meet targets and deadlines, particularly staff verification and staff retention rates each season
- Process enhanced DBS and PVG disclosure checks (full training provided)
- Make frequent outbound calls to candidates and referees to obtain relevant paperwork
- Approve suitability of qualifications from pre-set framework, identifying any gaps in team qualifications
- Deal effectively with staff contract queries and concerns via phone, email and social media platforms
- Facilitate first aid courses for individuals
- Obtain and verify candidate references and raise concerns where appropriate
- Feed back to the Onboarding Specialist on progress, concerns and verification data
- Using a variety of software packages (MS Teams, Word, Excel and bespoke systems)
- Ensure all information captured is accurately inputted

Ideal Personal Specification

- First-hand experience of relationship building, or working with students/ young people
- Organised and with a high level of attention to detail
- Friendly and engaging approach
- Patient and self-motivated
- Understanding of GDPR / sensitive data
- Able to multi task and driven to work towards targets
- High level of verbal and written communication skills
- Experience in an administrative role and good level of IT skills
- Must be eligible to work in the UK

[https://kngs-my.sharepoint.com/personal/sophie_jolley_kingsfoundation_org/Documents/Desktop/JDs/Onboarding Officer Fixed Term.docx](https://kngs-my.sharepoint.com/personal/sophie_jolley_kingsfoundation_org/Documents/Desktop/JDs/Onboarding%20Officer%20Fixed%20Term.docx)

Rewards and Benefits

- Initial 6 month contract, 37.5 hours per week, Mon-Fri, however the nature of our work during peak seasons can mean we need flexibility in evenings/weekends to optimise maximum engagement
- Hybrid working at our Sheffield Head Office and home-working days
- Salary £21,000 - £23,000 per annum DOE (6 month fixed term contract, with potential to extend).
- 20+ days annual holiday per annum (pro rata'd) plus statutory and additional discretionary holidays
- Monthly 1:1 with Onboarding Specialist and Weekly whole team meetings, connecting to our mission
- Free enhanced disclosure certificate
- Subsidised school holiday childcare provision (for 5-15 years)
- Secure, free onsite parking at Sheffield Office

About Us

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together.

We're experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes.

We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

Our Safeguarding Promise

We're committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.