

JOB SPECIFICATION

Recruitment Specialist

Department: Recruitment

Reports to: Recruitment Manager

Location: Sheffield, home, UK travel

About the Role

The Recruitment Specialist is responsible for working alongside our Talent Engagement and Marketing Teams to promote opportunities and convert applications into hires. Working with our key demographic of students, teachers and sports coaches, candidate management, screening applications, conducting video interviews and appointing candidates into specialist opportunities.

Key Responsibilities

- Work with the wider Recruitment and Marketing Teams to ensuring a continual pipeline of relevant applications for our seasonal roles, external contracts and bespoke projects
- Develop new and existing relationships with students, sports coaches, teachers and early years specialists to raise awareness of opportunities and to increase our candidate pool
- Search for candidates that meet quality, qualification, experience and location requirements
- Manage your own diary and manage candidates in their recruitment journey, screening applications, video interviewing and appointing
- Feedback to candidates with constructive interview or development points
- Liaise with the Operations Team on candidate skills and specialisms for optimal delivery of our programmes
- Work with the Onboarding Specialist to ensure candidates meet suitability and qualification requirements
- Work collaboratively with the Recruitment and Onboarding Manager and wider team to meet targets, budgets and deadlines
- Use a variety of software packages (MS Teams, Zoom, MS Excel and bespoke systems)
- Report to the Recruitment and Onboarding Manager on activities, application and offer rates

Ideal Personal Specification

- Experience in recruitment and interviewing would be highly advantageous
- Experience working with young people, within sport, childcare or education
- Experience of relationship building, engagement or networking
- Personable and confident phone / video manner
- High level of verbal and written communication skills
- Possess a strong closing technique with a motivating and engaging approach
- Organised and self-motivated
- Ready for a challenge, driven to achieve agreed outcomes and targets
- Able to work flexibly to maximise engagement with key demographic

- Possess a good level of IT skills
- Must be eligible to work in the UK

Rewards and Benefits

- Flexible hours to optimise maximum engagement but generally within Monday to Friday
- Hybrid working at our Sheffield Head Office, home-working and some travel across the UK
- Salary £23,000- £26,000 per annum DOE
- Auto-enrolment company pension with employer contributions
- 20+ days annual holiday (increasing up to 25 days during length of service) plus statutory and additional discretionary holidays
- Monthly 1:1 with Recruitment and Compliance Manager
- Bespoke onboarding plan
- 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.