



JOB SPECIFICATION

Recruitment Manager

About the Role

The Recruitment Manager is responsible for day to day management of Recruitment activity, ensuring the Recruitment Team work together to meet annual target demands for 800+ seasonal positions working with children.

The Recruitment Manager will implement and measure recruitment targets and activity, supervise the recruitment team, report on performance and recommend improvements to the Head of Recruitment and Compliance.

The Recruitment Manager will also be responsible for ensuring safer recruitment processes are followed, implementing working practices that ensure safety, suitability and quality expectations are met, even for late hires.

Key Responsibilities

Recruitment Activity

- a. Manage day to day recruitment activity and Recruitment Team
- b. Build professional networks to attract potential candidates
- c. Identify marketing opportunities and attraction sources including job boards, in person and networks
- d. Identify and escalate challenges with volume or quality of applications
- e. Be the first consultant for candidate decisions, escalating to the Head of Recruitment where necessary
- f. First point of escalation for interview volume and second stage interviews
- g. Provide safer recruitment support for Recruitment personnel

Safer Recruitment

- a. Work with the Head of Recruitment and Onboarding to determine and implement staffing and safer recruitment policies
- b. Ensure seasonal recruitment targets are met in good time for candidate onboarding and training
- c. Ensure safeguarding requirements and standards are met throughout the recruitment process
- d. Ensure staffing policies are met including staff ratios, qualifications and experience requirements plus venue or site-specific requirements

Leadership

- a. Provide whole department leadership in the absence of the Head of Recruitment
- b. Audit check quality of interviews and candidate recruitment experience
- c. Implement solutions to problems
- d. Manage and monitor weekly performance outputs and feed back to Head of Recruitment
- e. Manage budget for programme staff travel and accommodation

Conditions of Work

- Based at Sheffield Head Office (flexible working with some home-based days) with potential to travel in UK and abroad
- Office hours: 37.5 hours Mon-Fri between 8am-6pm.
- Report directly to the Head of Recruitment & Compliance
- Annual performance review

Ideal Personal Specification

- At least 2 years team management or supervision experience
- Mentoring or coaching experience
- Ability to problem-solve
- Willingness to take decisions
- High level of written and verbal communication
- Working knowledge of safeguarding
- Experience of working with budgets
- Fully supportive of our mission and values

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 are 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 are 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.