



Recruitment Manager

Overview

If you're looking for a dynamic role where you can grow and apply your leadership and organisational skills in a team that works hard for something we care about - this is the role for you!

About the Role

The Recruitment Manager is responsible for the day to day management of recruitment activity, ensuring we meet annual targets for 800+ seasonal positions working with children and young people.

The Recruitment Manager will generate and apply attraction strategies, line manage a team of recruiters, lead candidate interviews, implement and measure recruitment targets and activity 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.

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.

Key Responsibilities

1. Recruitment Activity

- Set staffing targets and volume expectations
- Build professional networks to attract potential candidates
- Identify marketing opportunities
- Manage partnerships with clients and job boards
- Be the first point of escalation for candidate decisions, interview volume and second stage interviews
- Identify and escalate challenges with volume or quality of applications
- Provide safer recruitment support to Recruitment team

2. Safer Recruitment

- Work with the Head of Recruitment and Compliance to shape and maintain recruitment policies and procedures

- Ensure seasonal recruitment targets are met in good time for candidate onboarding and training
- Ensure safeguarding requirements and standards are met throughout the recruitment process
- Ensure staffing policies are met including staff ratios, qualifications and experience requirements plus venue or site-specific requirements

3. Leadership

- Line Manage a team of Recruiters
- Provide whole department leadership in the absence of the Head of Recruitment
- Audit check quality of interviews and candidate recruitment experience
- Manage and monitor weekly performance outputs and feed back to Head of Recruitment
- Budget Management

Personal Specification

- At least 2 years of team management or leadership experience
- At least 1 year of experience in the Recruitment sector, ideally at management level
- 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

Conditions of Work

- Based at Sheffield Head Office and with some UK travel
- Office hours: 37.5 hours Mon-Fri within 8am-6pm
- Report directly to the Head of Recruitment & Compliance

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.

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