

Onboarding Specialist

About the role

We're an organisation that's all about people. We recruit over 500 passionate individuals each year for seasonal roles working with children on our internal programmes (Kings Camps) and for external partners (UK and worldwide). We're looking for a forward-thinking individual to join our Onboarding team, ensuring every individual we hire is qualified, suitable and equipped to work safely with children.

You will share our commitment to safeguarding, following our safer recruitment policies to ensure individuals have all the relevant suitability and pre -employment checks in place prior to starting work.

You'll be a decision maker, communicating regularly with candidates and the wider team to gather information or follow up on any concerns. You'll need to work flexibly to maximise engagement time, be compelling with information and have an engaging phone manner to motivate individuals to complete all contract requirements.

You'll also need be meticulous, processing disclosure checks, verifying qualifications and follow up with referees and ID checkers to meet verification targets.

Your key responsibilities

- Work collaboratively with the Recruitment and Onboarding team to meet targets and deadlines, particularly staff verification 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
- Make decisions and approve suitability of results and data

Kings Active Foundation is a UK registered charity
(1105460 / SCO43119)

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Your key responsibilities continued...

- Identify any gaps in team qualifications
- Deal effectively with staff contract queries and concerns via phone and email
- Facilitate first aid courses for individuals
- Obtain and verify candidate references and raise concerns where appropriate
- Feed back to the Head of Recruitment and Compliance 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

Our culture and benefits

Our People: Work in our like-minded, dedicated and passionate team that aligns with our mission and shared purpose - to get children active, having fun and learning together.

Salary: From £26,500 per annum, DOE

Pension: We offer more than the norm, with an enhanced pension and employer contributions (5%), and we also offer a Group Life Assurance Scheme.

Holiday: In addition to statutory holidays, we offer a generous starting holiday allowance of 25 days per annum with additional holidays being added after 2 years' service up to a maximum of 30 days per annum after 5 years' service

Work Patterns: This is a full time role, 37.5 hours per week, within 8am-6pm Mon to Fri but, in the modern working world, flexibility is key and embracing peak demand at popular times of the year is required from our team.

Our Meetings: We start every week with a Monday Morning Meeting (MMM) for the whole team to connect and we're also deliberate about meeting formally every 3-4 months with a **Quarterly Brief** Each of these help with comms and provide every member of our team with development opportunities.

How we celebrate: We all gather at a monthly social with our famous Friday Quiz and we also offer nominations and awards for those who exhibit our values each quarter.

Our Offices: We consider ourselves lucky to be in beautiful offices in a leafy suburb of Sheffield. We have free on-site parking, bike store and good public transport links. We're out of the hustle and bustle of the city centre, but there's plenty of local shops & cafes close by.

Discounts: We offer free places on our holiday programmes for your children (5 to 17 year olds), a cycle scheme, travel and social opportunities and a range of discounts and rewards, including charity worker benefits!

Training: As well as a bespoke onboarding plan linked to your new role at Kings, you'll receive market-leading Safeguarding training and a free disclosure check as part of our safer recruitment commitments.

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.