

# Job Description

**Post Title:** Kickstart – Recruitment Consultant – Administration REF: KRCA

**Salary:** National Living Wage

**Hours:** 25 hours per week, 09:00 – 14:15

**Service:** Executive Search

**Reports To:** Director

## Kickstart Programme

Roibis is taking part in the UK Government's Kickstart Scheme, which is part of the Chancellor's plan for jobs. The scheme offers young people, who are at risk of long-term unemployment, the opportunity to take part in a work placement where they will develop new skills to enable them to move into sustained employment at the end of the programme.

We welcome anyone with or without recruitment experience as long as you can commit to our vision and demonstrate our values, have a positive attitude and the desire to succeed, You will be joining a busy desk recruiting in the IT, Software, Engineering and Robotics sectors. Do you want to join an inclusive growing organisation where you can make the difference?

## Primary Job Function

To carry out sales and recruitment activities - develop and maintain sales in the UK and internationally in accordance with agreed targets and company policy. You'll screen candidates, interview them, run background checks and finally match them to clients. Negotiating pay and salary rates and finalising arrangements between client and candidate.

## Duties and Responsibilities

As a recruitment consultant, you're the vital link between clients and candidates. The role is demanding and diverse. It involves:

1. You will build and grow a client portfolio using commercial information to identify organisations that have current or future recruitment needs including global multi-nationals and SMEs. Using sales, business development, marketing techniques and networking to attract business from companies. Networking to build business information that can be converted into commercial opportunities.
2. Visiting clients to build and develop positive relationships. Developing a good understanding of client companies, their industry, what they do, their work culture and environment.
3. Schedule and attend pitches with prospective clients.
4. Consult and engage with clients to understand their needs and sell the most appropriate solution for identifying, attracting and headhunting the right/suitable candidates and maintaining the candidate database. Assessing and responding to the needs of each particular client or assignment.

5. You'll attract candidates by drafting advertising copy for use in a range of media, as well as by networking, headhunting and through referrals. Using social media to advertise positions, attract candidates and build relationships.
6. Interview candidates to understand their requirements and gain valuable market information
7. Provide advice on market conditions, CV and interview techniques and manage expectations.
8. Provide advice to both clients and candidates on salary levels, training requirements and career progression/opportunities.
9. You will screen candidates, interview them, run background checks, prepare CVs and correspondence and finally match them to clients. Managing the process through the interview to offer stage and beyond. Negotiate pay and salary rates and finalising arrangements between client and candidate.
10. Responsible for making sure all your working candidates are compliant as per standards set out by our clients and Roibis.
11. Working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated
12. To achieve growth sales and targets as set by your manager on a daily, weekly and monthly basis. Deliver business development objectives for your specific area by bringing on new clients. Receive regular 1-1s with your Team Manager who will work closely with you in supporting you to achieve KPIs.
13. Contribute towards the implementation, embedding and improvement of all business processes to realise Roibis' full potential for growth.
14. Establish candidate sourcing mechanisms for your specific market area alongside your team manager. Maximise all job sourcing mechanisms to deliver growth for your desk.
15. Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.
16. Networking in industry, sector and specialism and become an expert in market.
17. Be part of a culture of high performance that delivers on a weekly basis.
18. Work as an integral member of a team, motivating one another and communicating effectively.
19. Be determined to succeed with a positive attitude

## Post Holder Declaration

Name:

Signed:

Date:

## Person Specification

The person specification is an overview of the skills, knowledge and experience required for a Kickstart programme role. Your application will be assessed on how well you meet the specification set out below. In your application, make sure that you include reference to the requirements below and provide evidence of this in your cover letter. The cover letter should be no more than two pages long. You can draw on your experiences gained through work, study or other activities to help you provide this evidence.

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Salary: NMW

### Education and Experience

- E1 A/I Passion for a career as a Recruitment/Executive Search Consultant
- E2 A/I An interest in IT Software Engineering Robotics sector
- E3 A/I Degree in relevant subject

### Knowledge, Skills and Ability

- E4 A/I Must be an excellent face-to-face and telephone communicator. Able to demonstrate success and experience managing major customer accounts and large contracts or even a business, particularly achieving genuine sales development. Ideal background would be in IT recruitment.
- E5 A/I Though internal staff management is not initially part of the job, responsibility and opportunity could grow with the development of the business, for example the prospect of recruiting and managing trainee consultants. Some people-management skills, experience and natural ability will be useful.
- E6 A/I The ability to meet deadlines and targets with ambition and the determination to succeed.
- E7 A/I Able to influence and negotiate with clients and candidates. Understands the principles of sales and recruitment, particularly in the IT sector.
- E8 A/I Must be adept in use of MS Office 2016/2019/365 or later, particularly Excel and Word, and ideally databases to basic level, Internet and email. Knowledge of basic use of computers, and/or mobile devices and the ability to learn new tasks.
- E9 A/I Able to understand basic business finance, e.g., gross margin percentages and calculations. Must be a very competent writer of business letters, quotations and proposals.
- E10 A/I Excellent timekeeping skills and able to attend work at required times.
- E11 A/I Ability to adhere to Roibis' Dignity for All policy.

### Personality

- E12 A/I Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. A natural forward planner who critically assesses own performance. Mature, credible, with natural ability to network and quickly develop rapport at senior level, influence and negotiate. Reliable, tolerant and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Keen for new experience, responsibility and accountability. Able to get on with others and be a team player. Innovator with the ability to think out of the box and create solutions.

## Special Requirements

- E13 E This role will require you to obtain through us an Enhanced satisfactory clearance from the Disclosure and Barring Service.
- E14 A/E Eligibility for Kickstart roles is open to people aged 16-24 who are in receipt of Universal Credit and are at risk of long-term unemployment. Additionally you must have been referred to apply for the role by your Job Centre Plus Work Coach.

Assessed by: A = Application, I = Interview, E= Eligibility Check

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