

JOB DESCRIPTION

Job Title	RECRUITMENT & TRAINING COORDINATOR
Reporting to:	Operations Manager
Main purpose of Job	<p>To carry out a range of recruitment administration activities for all vacancies within the Trust, as directed by the Executive Team</p> <p>To liaise with managers on the recruitment needs of the business, and oversee and direct all relevant recruitment correspondence</p> <p>Lead the co-ordination, planning and administration of the training activities undertaken within the Trust</p> <p>Provide recruitment and training analysis and reports, as directed by the Operations Manager or Director of Services</p> <p>To carry out your role and all associated duties professionally, in line with agreed standards promoted by the Trust</p>
Main duties:	
<p>Recruitment:</p> <ul style="list-style-type: none"> • Process all recruitment requests, including advertising on the Trust Website and external Job Boards • Arrange interviews in an efficient, professional and timely manner • Provide effective and professional support around recruitment & selection, supporting managers at interviews as required • Collate and ensure complete documentation for each potential candidate • Communicate to candidates on the outcome of their application (if applicable) • In liaison with the relevant managers, ensure all pre-employment checks are complete and satisfactory - including references, health questionnaires, DBS clearances, e-learning etc. • Regularly update managers on the applicants progress, highlighting any specific concerns • Obtain management approval / sign-off for each candidate • Support new staff throughout their induction program, ensuring all the relevant starter paperwork is completed, updating the relevant departments and systems accordingly 	

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Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ

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- Liaise with Payroll and the Operations Manager to obtain key information – salary, rotas, start dates
- Produce offer letters and contracts of employment for approval, in liaison with HR and the Operations Manager
- Create personal files and systems, obtain staff photographs
- Ensure the renewal of staff DBS applications in a timely manner, obtain the necessary documentation and onward transmission to DBS for verification
- Liaise with managers on new starters probationary periods
- To be the central point of contact for recruitment enquiries, forwarding any correspondence as relevant and liaising with managers on any specific issues
- To support in other areas of recruitment as directed by the Operations Manager

Training:

- Plan and organise the delivery of Trust training to meet a wide range of organisational / regulatory needs
- Assist the Operations Manager and other key stakeholders within the Trust, in producing and implementing a training development strategy that reflects the needs of staff, the departments and its regulatory bodies
- Work with the management team to raise the profile & value of learning & development internally by promoting learning opportunities to staff and line management
- Proactively consult & advise managers in respect of competences, skills audits and training gaps
- Contribute to the development, implementation & maintenance of a variety of initiatives that support the training, learning & development of staff
- Work with the management team to identify the needs of individual staff, teams & groups - coordinating this into a timetabled plan to reflect the training needs of the business
- Identify, source & liaise with internal/external providers to meet The Trust's identified training needs
- To lead in the administration of all training activities, including training scheduling, record keeping and certificates. This includes general data collection and the production of reports/statistical materials. All personnel / training records kept up to date in line with regulatory compliance
- Book rooms and external venues and set up or provide training material and equipment as needed
- To assist the management team in supporting apprentice programmes, effectively managing the Trust's levy and work placement activity
- To be the central point of contact for training enquiries forwarding any correspondence as relevant and liaising with managers on any specific issues
- To support in other areas of training as directed by the Operations Manager

General:

- To ensure that you promote and contribute to a healthy, positive and professional working environment for the benefit of all young adults and colleagues
- Effectively communicate with key stakeholders
- Process information efficiently and effectively, utilising and maintaining the appropriate systems and processes
- Update and maintain staff personnel files
- Support Trust-wide administration activities where appropriate

General Duties

VALUES

- To act as a positive and professional ambassador in order to support the Trust's mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all service users and staff within the Trust

SAFEGUARDING

- To adhere to and follow adult protection policies and procedures, in order to promote the safety of all service users at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice

HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about adults with disabilities, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Trust policies and legislation

TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development

FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.