

Marches Family Network

Job Description & Person Specification



Post reference: MFN/RDO/0123

Location: MFN Office in Hereford

Job title: Recruitment and Development Officer

Reports to: Manager

Level/Grade:	Type of position:	Hours:
Pro rata to £21,900 - £12.00 per hour	Fixed Term for one year. Contract may be extended subject to funding	16 Enhanced Disclosure required.

Job summary

To provide professional effective support to promote the services of the charity, including direct contact with our staff, workers, volunteers, trustees, outside agencies, and the public.

To carry out a range of administrative tasks as appropriate to the needs of the charity.

Main Duties and Responsibilities

- To promote the Charity to recruit workers and volunteers through a variety of media, including, delivering presentations, preparing articles for newsletters, email, social media and website(s).
- To be responsible for all elements of the recruitment process.
- To maintain accurate records of training requirements and to research and book training courses as required.
- To provide a point of contact for all staff, workers and volunteers.
- To provide support and supervision to staff, workers and volunteers as required.

Main Job Activities

- To be responsible for maintaining an accurate staff data base.
- Creating vacancy adverts and applicant letters
- Organising the placing of adverts, ensuring the recruitment section of the charity's website is up to date
- Processing of applications and contacting applicants for interview.
- Promptly requesting references and monitoring their return.
- Ensuring the prompt and timely completion of all pre-employment enquires including but not limited to, right to work in the UK, DBS disclosures and safeguarding training.
- Issuing offer letters and organising the issue of contracts of employment.
- To be responsible for all recruitment documents and attending recruitment events.
- To assist, as required, with preparing and delivering all staff, workers and volunteer inductions, policies and training within agreed budgets.
- Create and maintain all current staff, workers and volunteers' personnel files.
- To update and maintain job descriptions as required
- Action changes to staff, workers and volunteers' terms and conditions in a timely manner, ensuring all changes are put in writing to relevant individual and the Accounts and Payroll Assistant notified where appropriate.
- Process leavers in a timely manner.

- Ensure all leavers files are archived and destroyed in accordance with the legal and good practice requirements.
- To be responsible for processing all DBS renewals.
- To be responsible for issuing the new staff packs.
- To maintain accurate training records
- To attend training as required
- To develop a strong volunteer base to support the development of the charity
- To research and organise appropriate training qualifications. To support the smooth working of the office with general office duties as needed to include dealing with post, telephone calls, and filing.
- To support and work alongside colleagues as required to ensure the smooth and efficient running of the charity.
- To contribute to the work of the Charity by regular attendance at and contribution to team meetings / development days.
- To carry out other duties as may be required from time to time under the direction of the Manager.

Person Specification

Experience/Work experience (length and type of experience needed)

Essential

- Experience of working within an HR setting or dealing with confidential information.
- Working knowledge of office health and safety.
- Working knowledge of office-based systems such as Word and Excel
- Ability to manage databases

Desirable

- Experience of working for a charity or voluntary organisation, and liaison with trustees and volunteers.
- Experience of working in the disability or children and family's sector.
- Local knowledge of available training providers.

Qualifications and Training (min qualifications needed, relevant experience may be a substitute, in particular training already taken)

Essential

- Maths and English pass at GCSE or equivalent.

Desirable

- Experience of supporting colleagues

Skills and abilities (to do the job effectively)

Essential

- Able to communicate effectively with staff and members of the public
- Able to work as part of a team and contribute to needs of whole organisation.
- Able to work without close supervision.
- Able to prioritise conflicting workloads
- Confidential and professional attitude
- Able to complete a good standard of planning and reporting.
- Able to be an effective ambassador for the charity, demonstrate a good professional attitude and conduct.
- Able to effectively use the computer where necessary to achieve aims of job role.
- Able to organise groups, teams and individuals effectively

Other Factors (e.g. ability to work outside office hours, physical demands of job)

Essential

- Willing to undertake any training to ensure the successful completion of the job

Reviewed by: Rae Chambers, Jan 2023

Title: Manager

Date employed