



ROLE PROFILE

TALENT ACQUISITION COORDINATOR



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POST:

Talent Acquisition Coordinator

SALARY:

£30,000 (£24,000 pro-rata)

CONTRACT:

Permanent: Part-time (30 hours/week)

LOCATION:

Hybrid working: two days a week in the Bolton office combined with home-working and travel across our Youth Zone network as required for the role.

REPORTING TO:

Interim Head of HR

BENEFITS:

Agile working organisation with flexibility in working hours; 25 days annual leave (rising to a maximum of 30 days with length of service) plus bank holidays, birthday leave and annual leave purchase scheme (from day one of employment); company matched pension; company sick, maternity, paternity & adoption pay; voluntary benefits with discounts on health & wellbeing, retail & leisure.



OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

As an equal opportunities employer, we welcome applications from under-represented groups; in particular from Black, Asian, Mixed Race & other ethnically diverse individuals, people with disabilities, and members of LGBTQ+ communities. Our dedicated Equality, Diversity & Inclusion Group, with support from the Senior Leadership Team, is actively promoting and advancing diversity and inclusion at OnSide, ensuring a culture where everyone can be themselves and thrive.

ABOUT ONSIDE

We're OnSide, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them.

We fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. We train the amazing people that run them. And we offer continuing support to Youth Zones nationwide through the national OnSide Network

Youth Zones are brand new, purpose-built spaces, fizzing with energy and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who truly believe in young people; helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

OnSide is investing in taking its successful Youth Zone model to young people across the country. We have a network of fourteen Youth Zones with substantial roll-out planned across the country. OnSide's role is a) to create new Youth Zones, taking our tried and tested model to ever more young people across the country, and b) to support the existing

network as the umbrella organisation within a federated structure. Each Youth Zone starts with a £8.5million capital campaign run by OnSide, creating a new local independent charity which becomes part of the federated OnSide Network.

THE ROLE

This is an exciting time to join the People Team as we support the ambitious growth plans of building new Youth Zones across the country. This role gives you the opportunity to shape our talent acquisition offer through not only supporting our recruiting managers with innovative recruitment solutions, but also influencing the thinking behind our new Applicant Tracking System, employer value proposition and employer branding. This is a great opportunity to recruit across a range of professional roles including senior leaders and new CEOs.

Our People Team of six delivers an excellent service to our internal customers, and includes HR, our award-winning Talent Academy and OD. We have lots of recruitment over the coming two years and beyond, and this role is key in delivering a really positive experience to our candidates and recruiting managers. This is an exciting role, offering a unique career development opportunity to get involved in the breadth of talent acquisition, supported by our commitment to growing our own talent.

JOB DESCRIPTION

KEY RESPONSIBILITIES
Talent Acquisition Processes
To support recruiting managers to draw up role profiles, adverts and social media content to attract the best talent.
To coach recruiting managers in innovative and best practice talent attraction methods.
To ensure all our recruitment materials attract a diverse workforce and meet legislative requirements.
To research appropriate use of recruitment channels (such as agencies, job boards, advertising platforms, etc), including liaising with advertising platforms/recruiters to get best value and high quality candidates.
To co-ordinate the planning of recruitment and selection schedules alongside the HR lead and recruiting managers.
To manage the volume of applications, including CV sifts and utilising internal recruitment and selection systems, in addition to sharing with selection panels as appropriate, within set timescales and legal requirements regarding fairness and inclusivity.
To ensure shortlisting processes are followed and appropriate records are kept.
To manage communication with candidates, from the application stage through to feedback following interview/selection processes.
To manage all practical arrangements for assessments and interviews, whether virtual or face-to-face.
To uphold safer recruitment practices, including reviewing CVs/applications for gaps in employment and carrying out the full range of pre-employment checks; to administer the processes for new employees including drafting offer letters.
To support the design of our employer branding and Employer Value Proposition (EVP).
Data and Insights
To gather, analyse and report on recruitment data, and to research and test processes for recording applicants' diversity data to support our ED&I strategy
Applicant Tracking System
To support the implementation of the Applicant Tracking System, building the processes and workflows, user guidance, standard operating procedures and supporting the development of recruiting managers' skills in using the system.

PERSON SPECIFICATION

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Demonstrable experience of managing recruitment administration processes	Essential
Designing recruitment packs, job descriptions, adverts and social media content for a range of job disciplines	Essential
Understanding of best practice recruitment practices; Equality, Diversity & Inclusion, safer recruitment practices and HR legislation relating to recruitment	Essential
Experience of using Applicant Tracking Systems; ideally with some experience of supporting the implementation of an ATS	Essential
Experience of collating and analysing recruitment data	Essential
Experience of providing excellent customer service to recruiting managers and candidates	Essential
SKILLS, KNOWLEDGE AND APPITUDES	
Driven to continually improve recruitment and selection delivery	Essential
Knowledge and behaviour that supports equality, diversity and inclusive practices	Essential
Excellent written and verbal communication skills; ability to provide constructive feedback to candidates and to coach and advise recruiting managers	Essential
A professional, confident and 'can do' attitude, with an ability to work collaboratively, flexibly and with attention to detail	Essential

Excellent organisational and time management skills, and the ability to work effectively and independently, and to manage multiple deadlines	Essential
Adept at building relationships with others	Essential
Competent in the use of IT packages and databases, including the full Microsoft Office suite	Essential
Team worker; committed to working with the wider People Team	Essential
Brings new and creative ideas, with the ability to problem solve	Essential

GENERAL INFORMATION

This role will be contractually based at our Bolton office with hybrid working; in practice this will involve working two days a week at our Bolton office, combined with home working and travel across our Youth Zone network (Midlands, North & South of England including London), as required for the role. Home working risk assessments are carried out for all employees working at home, and appropriate equipment provided within budgetary guidelines.

In accordance with our Child Protection and Safeguarding procedures, this position requires a basic DBS check.

APPLICATION PROCESS

To apply, please submit a CV and one page cover letter, explaining how you meet the person specification, to hr@onsideyouthzones.org or apply via the website at [Work with OnSide - OnSide Youth Zones](#).

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (documentary evidence will be required before a job offer is confirmed)
- Any reasonable adjustments we can make to assist you in your application or the selection process
- How you demonstrate your commitment to equality, diversity & inclusion.



CLOSING DATE FOR APPLICATIONS:

12noon, Thursday 9 February 2023
(please note the vacancy may close earlier should we receive a substantial number of applications)

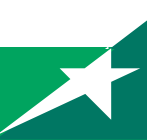
INTERVIEWS:

First stage interviews (virtual): 15 February 2023

Second stage interviews (in-person): 21 February 2023

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. The HR Lead will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how OnSide processes your data, go to [OnSide Youth Zones Job Applicant Privacy Notice - OnSide Youth Zones](#)



OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

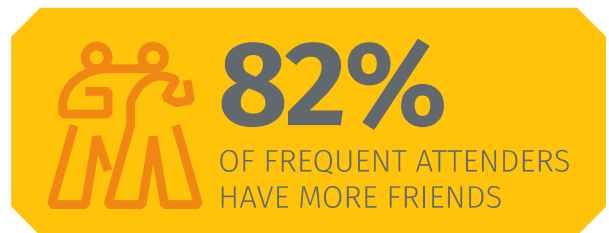


OnSide
Here for young people

PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



HELP YOUNG PEOPLE LEAD HEALTHIER, HAPPIER LIVES

