



RECRUITMENT CONSULTANT

Do you want to work within a rewarding sector where what you are doing is making a difference to the community?

HCPA are a Care Association and we support Care Providers in Hertfordshire. Hertfordshire is currently in a Care Crisis and the recruitment team has been built to rectify this. Most of us will come across carers in our lives to support our loved ones or eventually ourselves. So this role is vital to the sector and will be an extremely rewarding and exciting project to be part of.

BENEFITS

- Monday-Friday 9:30-16:30 (32.5 hours per week, £10.77 per hour)
- 9 month renewable contract
- Starting ASAP
- Free Parking
- Herts Rewards
- Pension/Sickness Scheme
- 36 days holiday (Inc BH)
- Friendly and welcoming team

SCOPE OF JOB

Based in Welwyn Garden City, working within a team of 5, you will facilitate the smooth running of the 'Herts Good Care Recruitment Service' which is a recruitment service we offer to Care Providers in Hertfordshire. Covering all recruitment needs they have within their sites.

MAIN DUTIES AND RESPONSIBILITIES

- Working with providers to fill all open vacancies
- Interview arranging
- CV sourcing
- Value based Screening
- Job matching
- Lead generation
- Advertising on job boards
- Dealing with candidate enquires
- Ensuring recruitment database is up to date
- Assisting with recruitment events and the Herts Good Care campaign
- Visiting job centres, colleges etc, to meet candidates along with the Marketing & Engagement Lead
- Any general tasks as requested which contribute to the smooth running of HCPA

SKILLS & EXPERIENCE

- Excellent IT Skills
- Professional and confident telephone manner
- Able to work on own initiative
- Excellent attention to detail
- Able to communicate with people of all levels
- Able to work to deadlines and meet KPIs
- Able to work as part of a team
- Recruitment experience -Desirable

If you are interested in the above position and feel you have the relevant experience please apply now.

