

Are you passionate about supporting people to find their next job?

Do you have experience in adult social care, with the enthusiasm to provide guidance to individuals new to working in care?

Hertfordshire Care Providers Association (HCPA) is a unique company set up to support adult care providers within Hertfordshire to raise quality standards of care. We are a non-profit member's association for adult care providers. We support over 500 care organisations to improve the quality of care they provide across a variety of projects such as staff training and providing information and guidance. We also provide additional services and projects such as stop falls resources, community education, a rewards platform for employees, and a fully funded recruitment service Herts Good Care Recruitment.

Hertfordshire is currently in a care crisis, and the recruitment team has been built to tackle this. Most of us will come across care staff in our lives to support our loved ones or eventually ourselves. So, the role of Recruitment Officer role is vital to the care sector and is an extremely rewarding and exciting service to be a part of.

Why work for HCPA?

- Monday to Friday, 9am to 5pm, based out of our Welwyn Garden City office
- An annual salary of £21,420 for 37.5 hours per week.
- This is a 12-month renewable contract starting as soon as possible
- Care Professional Standards Academy Rewards and Discounts
- Pension / Sickness Scheme
- Employee Assistance Programme
- 36 days holiday (Including 8 Bank Holidays)
- Annual Care Awards
- Team building days and team events
- Free parking
- Friendly and supportive team

What does the role of Recruitment Officer involve?

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 fully funded recruitment service we offer to Care Providers in Hertfordshire.

Your day-to-day duties will include:

1. Supporting care employers with their job vacancies, ensuring adverts are engaging and of a high standard.
2. Weekly and ad hoc job board advertising, ensuring a range of adverts are visible to the public.
3. Screening candidates based on values and arranging interviews with care employers.
4. Campaign – Be involved in the Good Care Campaign, inspiring the public to consider a career in care.
5. Education – Providing day-to-day recruitment guidance to care employers.
6. Source job applicants via job fairs, jobcentres, educational settings, CV databases, and more.
7. Provide administrative support with recruitment related projects such as the Good Care Course for jobseekers and the Good Care Campaign.
8. Be a key recruitment contact on the HCPA phone lines, dealing with candidate and employer enquiries.
9. Obtaining and monitoring service feedback from both care employers and jobseekers.

10. Ensuring recruitment database is up to date and all communications are logged to maintain excellent customer service.
11. Any general tasks as requested which contribute to the smooth running of HCPA
12. Please note that this role could adapt to include some administrative support to the Care Professional Standards Academy, another HCPA service.

Am I the right person for this Recruitment Officer position?

At HCPA, we are looking for individuals to work for us who are passionate about our company goals and values. We are looking for an enthusiastic person with excellent IT skills, who is also organised, has meticulous attention to detail and is process driven. You can hear a smile down the telephone line, so we need someone who has great customer service skills.

We are also looking for you to:

- Have experience working in a care setting
- Have experience working in an admin/office position
- Be proactive and work on own initiative
- Be professional and have a confident telephone manner
- Demonstrate the ability to provide excellent customer service
- Be able to communicate with people of all levels – candidates, care managers, HR professionals and more
- Be able to work to deadlines and meet KPIs
- Be able to work as part of a team

If you are interested in the Recruitment Officer vacancy and feel you have the relevant experience, please apply now. You can see more of what we do via www.hertsgoodcare.com

We will be looking to fill this vacancy as soon as possible.

Please note that this role is associated with delivering of training projects directly to care staff, and therefore we may be required to ensure that the individuals recruited for these roles have completed the two vaccines against COVID-19 if successful, unless legally exempt. Please note that we may ask of evidence for this at the interview or when employment commences.