**Job Description**

**Post:** Talent Acquisition Administrator

**Hours per week:** 34 (full time) normally worked over 4 days - see the Information for Candidates for further important detail on Beat’s working hours.

**Salary:** £21,893

**Contract:** Permanent

**Location:** Home-based with the option of working in a Beat office in Norwich, London or Warrington if preferred - see the Information for Candidates for further important information about Beat’s offices.

**Our Values**

At Beat, we share the vision of an end to the pain and suffering caused by eating disorders. We are inspired by the people we serve, by the difference we can make, and by our commitment to each other.

To make our vision a reality, we need to be bold. It takes a particular courage for our beneficiaries to ask us for help. And we need to be courageous in return – being proactive in seeking new opportunities, embracing new ways of working, and challenging things that are preventing our vision from becoming a reality.

Central to our success is our commitment to building and maintaining supportive and mutually empowering relationships with our colleagues, supporters and beneficiaries. In turn, these relationships provide us with unique experience and learning, which we use to speak with both compassion and authority about the realities of eating disorders.

We also believe that people performing at their best are happier in their work and that happy people perform at their best. So we create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not.

When we get this right, we will achieve brilliant results together, making Beat a truly inspiring and enjoyable place to work.

**Purpose of the post**

The Talent Acquisition Administrator role is a crucial part of the team to ensure our recruitment processes operate effectively to enable Beat to have a brilliant and effective workforce in place at all times.

Dealing with both new posts and vacancies across the charity you will support the recruitment process from advertising through to start date- ensuring processes are followed and that information is correctly recorded.

**Relationships**

The Talent Acquisition Administrator will work as part of the Talent Acquisition team reporting to the Talent Acquisition Manager. The postholder will be part of, and will work closely with the HR department.

The postholder will have good working relationships with hiring managers across Beat as well as working closely with external organisations where we advertise roles.

**Key Responsibilities**

1. Support and advise hiring managers in production and accuracy of their recruitment paperwork, uploading vacancies to Beat’s website and advertising externally
2. Monitoring of recruitment inbox, process applications received and respond to queries from applicants adhering to the Safe Recruitment & Selection Policy at all times.
3. Co-ordinating the recruitment process (responding to applications, arranging interviews, issuing of offer letters, requesting references, drafting contracts etc.), recording of new starter information and preparing induction packs.
4. Support the interview process, in particular through co-ordination and delivery of assessment days
5. Check correct identification of successful candidates and submit DBS checks through the online system, recording results when received.
6. Accurately entering of information onto HR system and filing of paperwork on to HR files, ensuring the files are data protection compliant.
7. Running of queries as required on PeopleHR and obtaining data information from the HR system. Using data to produce management reporting.
8. Assisting the HR Manager with other ad hoc administrative tasks such as general filing, updating documents, taking meeting minutes and word processing.
9. Supporting the Talent Acquisition team with pro-active work and events to support our recruitment pathway.
10. Ensure own behaviour is fully supportive of an inclusive culture in relation to all colleagues and other stakeholders
11. Identify own personal learning and development needs and seek opportunities to address them.
12. Other responsibilities relevant to the purpose of the role as required by the line manager.

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.

**Person Specification -** Talent Acquisition Administrator

Candidates should take each of the points below and, using each as a sub-heading in the application form, demonstrate how they meet the requirements of the role.

Relevant Experience

* Administrative experience in a fast paced role.

Personal Competencies

* Ability to operate effectively in a highly cohesive, high performing team based on the principles of trust, mutual respect and empowerment.
* Attention to detail and diligence in processing tasks
* Good prioritisation and time management skills to ensure deadlines are adhered to
* Strong communication skills when speaking to candidates, colleagues and externa relationships

Specific Knowledge

* Strong IT skills, ability to work in a paperless environment. In particular experience of using Microsoft programmes and ideally HR software.
* Good understanding of confidentiality and data protection.