

JOB DESCRIPTION:

Recruitment Assistant

Reports to: People & Culture Manager

Location: Remote (UK based)

Salary: £26,400 (Grade 1) per year (plus Inner London Weighting of £3,483.94, if eligible)

Main Purpose of Post

The Recruitment Assistant will support the wider People & Culture team by coordinating administrative tasks throughout the recruitment lifecycle, helping to attract and secure top talent for Women's Aid. The role will also involve providing general administrative support, including assistance with payroll, inbox management, and other day-to-day operational duties.

Duties and Key Responsibilities

Administration

- Carry out administrative duties accurately, efficiently, and in line with organisational policies and procedures. This includes, but is not limited to:
 - Managing the recruitment inbox and responding to candidate enquiries.
 - Advertising vacancies across relevant platforms.
 - Managing job applications and screening CVs.
 - Coordinating shortlisting processes and preparing interview packs.
 - Liaising with candidates to schedule interviews, assessments, and conduct pre-employment checks.
 - Ensuring the recruitment tracker and systems are kept up to date.
 - Supporting pre-employment checks, including DBS, right to work, and references.
 - Conducting interviews and assisting with candidate feedback where appropriate.
 - Supporting the coordination and arrangement of induction programmes, meetings, and training sessions.
 - Providing general administrative support to the People & Culture team as needed.

- Support the development of recruitment guidance materials, such as 'how-to' guides and briefing documents for hiring managers.
- Maintain strict confidentiality and ensure all work complies with GDPR and other relevant data protection standards.
- Assist the People & Culture Manager with recruitment-related projects and initiatives.
- Undertake any other duties reasonably required, in line with the role and the employee's capabilities.

Stakeholders

- Provide excellent customer service to all internal and external stakeholders.
- Build credible relationships with managers to ensure recruitment processes run smoothly and candidates have an excellent recruitment experience.
- Provide first line advice to managers regarding recruitment and onboarding processes, giving guidance and coaching as needed.
- Provide an excellent candidate experience through the activities you coordinate and/or deliver.
- Support the HR team to implement any new systems and supporting with the development and administration of any supporting materials.

General Responsibilities

- To contribute to team meetings and organisational priorities, and to prepare for and participate in regular supervision and appraisal meetings.
- To be flexible within the broad remit of the post.
- To take direction on new projects and priorities from your line manager, which may vary from time to time.
- To carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- To maintain clear and adequate records of work done and to produce reports on work programmes and activities as requested by management.
- To provide appropriate responses and support to survivors of domestic abuse and specialist service providers in the delivery of this job description, as required.
- To ensure the safety and wellbeing of survivors sharing their stories on public platforms, following organisational safeguarding protocols at all times.

Other

- Based in Bristol, London or remotely, this job may involve occasional travel throughout England.
- Occasional unsociable hours are also required.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good levels of written English and Maths 	
Knowledge	<ul style="list-style-type: none"> • Understanding of recruitment life-cycle administration processes. 	
Experience	<ul style="list-style-type: none"> • Experience of working in a busy HR/Recruitment or equivalent highly confidential environment. • Working with a multi-faceted workload where good organisational and prioritisation skills were pivotal to ensuring accurate and timely delivery of tasks. • Experience of supporting with payroll administration • Commitment to a high standard of customer service • Providing information, support and guidance to stakeholders at differing levels. • Experienced and confident user of Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft PowerPoint as well as video conferencing platforms i.e., Teams, Zoom. 	<ul style="list-style-type: none"> • Pro-active commitment towards safeguarding and promoting the welfare of vulnerable adults, children and young people
Skills	<ul style="list-style-type: none"> • Able to establish and maintain professional interpersonal relationships • Able to accurately document, record and maintain information and data. • Able to work with self-direction and flexibility, especially with respect to taking initiative, prioritising multiple tasks, and using good judgement to resolve problems 	

	<ul style="list-style-type: none"> • Able to maintain accuracy and quality at pace. • 'Can do' attitude, with a methodical approach to work and strong prioritisation skills • Team player • Able to work collaboratively with stakeholders. • Good communication skills, both written and verbal • Integrity - the role requires appropriate handling of confidential and sensitive information • Flexible and resilient, in order to adapt to changing situations. 	
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Behavioural Competencies

Accountability	<ul style="list-style-type: none"> • Cooperates in collective decision-making and takes responsibility for own actions, decisions, and deliverables. • Takes ownership for mistakes and refocuses efforts when necessary. • Holds self and others accountable for reaching short and long-term goals. • Self-imposes high standards of excellence, rather than having standards imposed. • Adhere to the principle of collective leadership responsibility across the organisation and within teams. • Actively safeguards the reputation of the organisation (internally & externally) and immediately address any risks with ELT.
Collaboration & Teamwork	<ul style="list-style-type: none"> • Relates well to people at all levels and all audiences. • Aligns personal work and performance with the broader team to achieve mutual outcomes. • Fosters teamwork: works to build relationships within teams and bridge the gaps between departments. • Supports and cares for others, and addresses issues disrupting team/s and organisational functioning and harmony. • Be adaptable, open to new ideas and change, whether in the workplace, or specifically on a project or with key stakeholders' expectations, that moves the team forward

Communication	<ul style="list-style-type: none"> • Proactively communicates; informs others of what they need to know and capably articulates thoughts and ideas clearly and concisely via verbal and written communication. • Actively listens, consults others, and takes feedback on board. • Communicates using appropriate tone and language. • Has the ability to persuade, negotiate, and build support for own initiatives.
Innovation & Entrepreneurial Spirit	<ul style="list-style-type: none"> • Seeks organisational improvement; promotes efficiencies in every area of their work. • Identifies problems and implements solutions /ideas, including trying new and different creative approaches to complete tasks. • Demonstrates commercial understanding, including awareness of sector trends/changes, and uses financial information to guide decisions. • Identifies business opportunities for the organisation, which may include opportunities for income generation, cost-savings, or added value. • Encourages creativity and learning through activities such as brainstorming and actively listen to empower colleagues to think creatively or consider new perspectives.
Resilience	<ul style="list-style-type: none"> • Deals with ambiguity, maintains effectiveness and modifies behaviour accordingly when experiencing major changes in work tasks or environment. • Supports change initiatives and focuses on the beneficial aspects of change e.g. opportunities for learning or growth. • Manages disagreements with tact and diplomacy. • High level of emotional intelligence; understands how their behaviour can affect the wider team and demonstrates a proactive approach to managing and moderating their emotions in the workplace.

Benefits

- **Generous Annual Leave:** 25 days, rising to 30 with long service, plus 8 bank holidays.
- **Extra Leave Days:** Celebrate International Women's Day and the Tuesday after the August bank holiday.
- **Valuable Pension Benefits:** Join Women's Aid pension scheme with a 7% employer contribution.

- **Flexible Working:** Remote working, family-friendly policies and paid leave for maternity, paternity, and adoption.
- **Wellness and Support:** Cycle to Work Scheme, free optician check-ups, annual flu vaccines, and 24-hour counselling helpline.
- **Mental Health and Wellbeing:** 'Reflective Practice' sessions, team catch-ups, access to 'Headspace' for mindfulness, and Employee Assistance Program with counselling and advice services.