

Recruitment Coordinator Job Description

Job Title:	Recruitment Coordinator Fixed Term to cover maternity leave.	Reporting to:	
Department:	A&G Business Unit	Direct Reports:	Employer Service Manager
Key Contacts:		Location:	Warrington/Remote
Date Created:	July 16	Date Revised:	October 2021

Job Purpose

To carry out effective recruitment activities for placement and apprenticeship opportunities.

Key Accountabilities

- Engage and manage the relationship with all customers to ensure a ready supply of candidates, students, graduates etc. to match placement and apprenticeship opportunities.
- Promote placement and apprenticeship opportunities to all relevant advertisement channels, uploading vacancies to relevant websites where applicable and through other online advertising and social media platforms.
- Undertake recruitment activities on behalf of employers/customers e.g. shortlisting, modifying, screening, conducting pre interview with candidates and organisation of interviews.
- To work with networks (including universities, colleges, providers) on providing recruitment updates and information.
- Manage the relationship between the employer, candidates and other third parties, with regular contact prior to employment. To include brokering of offer with student and effectively communicating and maintaining productive relationships with account managers
- Maintain an understanding of Visa, ID and Agency Working requirements for multinational applicants, ensuring awareness of any changes of immigration laws.
- Candidate engagement – provide Information, Advice and Guidance to applicants and respond to career enquiries.
- To coordinate and complete all day-to-day recruitment administration and associated activities.
- To act as a central point of contact for the recruitment team, providing excellent customer service.
- To coordinate and maintain all records pertaining to all applicants and employers in accordance with the Data Protection Regulations.
- Update and maintain CRM and other tracking systems with recruitment activities and candidate status.
- Support the Placements and Apprenticeship Service, attending regional events/open days/meetings where necessary with key stakeholders
- To liaise with the Finance team to request PO Numbers and track invoice payments.
- Be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility for or with whom you come into contact with and adhere to Cogent's Safeguarding policy.

Key Performance Indicators (to be reviewed on an annual basis during appraisal)

- Understanding Apprenticeships, Internships and Placement structures
- All new vacancies are advertised and are uploaded on to relevant systems within reasonable timeframes
- Client/student satisfaction ratings are consistently maintained
- Records are kept up to date and in line with Data Protection Regulations.



Essential Knowledge Skills and Qualifications

- Proven recruitment and candidate management experience
- Proven business administration experience
- Excellent working knowledge of social media and recruitment systems
- Good IT knowledge in all Microsoft packages, proven through experience
- A flexible approach to work that needs to be completed to reach the Operational teams objectives.
- Good standard of education with relevant qualifications at level 3 or above.

Desirable Knowledge Skills and Qualifications

- Previous experience of recruitment, end to end process
- Previous experience in using recruitment, social media platforms
- Understanding and experience of STEM Industries.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Training will be provided.