

Role Title	Associate Resourcing Executive
Reports to	Associate Manager - Recruitment
No. of direct reports	TBC
Full / Part Time	Full Time
Grade	D3
Location	London
Created/Updated by	Jane Cowley
Created/Updated on	November 22

Helping people, organisations and economies develop their skills for growth

For over 140 years we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success.

We partner with our customers to deliver work-based learning programmes that build competency, to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability, because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

We're a Royal Chartered Institute and a registered charity, everything we do is charitable. We invest our surplus into expanding and enhancing our solutions across all of our brands, to meet the changing needs of organisations and industries. And through our City & Guilds Foundation we amplify our purpose by focusing on high impact social investment, recognition and advocacy programmes which remove barriers to getting a job, celebrate best practice on the job and advocate for jobs for the future.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group

Our values

Our values **Inspire**, **Improve**, **Achieve** and **Trust** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at City & Guilds will not only make this a great place to work, but ensure you thrive and are successful in your role.

Job Summary

Work with the Associate Manager- Recruitment to implement the Associate recruitment strategy. Determine recruitment requirements and coordinate the search and recruitment of Associates to ensure an adequate, fit for purpose number of Associates to support the development, delivery, assessment and quality assurance of City & Guilds products and services

What you'll be doing

- Work with the Associate Manager- Recruitment and the Data, Capacity & Process Coordinator to produce short and long-term planning to support recruitment needs across the business
- Collaborate across the business to determine recruitment requirements, developing templates for task profiles and person specs to identify skill sets
- Explore and research the viability and effectiveness of multi communication channels to support recruitment needs
- Develop and implement recruitment campaigns, to include social media platforms, relevant trade shows, trade bodies and organisations, to attract a diverse audience and gain a wider selection of applicants
- Liaise with stakeholders, both internal and external, to raise awareness of associate roles within City & Guilds. Explore new opportunities within these networks.
- Maintain the Associate vacancies website, ensuring it's up to date with engaging content to attract a diverse range of applicants
- Maintain the online recruitment system and act as the team's Hireserve lead. Lead on systems development to increase functionality. Maintain Hireserve training materials to support the recruitment team and deliver Hireserve training as required
- Develop resources to support hiring managers with interviews
- Coordinate the vetting of applicants and conduct interviews with hiring managers
- Produce monthly reports to assess the effectiveness and cost of recruitment campaigns

How success will be measured

- Work within agreed service level agreements to deliver a reliable, trusted recruitment service
- Monthly reports and data are up to date and accurate, within budget
- Stakeholder feedback
- Recruitment meets capacity planning requirements

What we're looking for

We can't live without...

- Experience of recruitment and selection in a business or agency setting
- Experience of recruitment and selection across a diverse range of roles
- Experience of managing multiple recruitment drives simultaneously
- Diverse range of experience in advertising roles and proactive engagement with applicants
- Awareness and use of social media to advertise roles and generate talent pools
- Ability to produce effective, engaging and accurate written communications
- Able to use initiative and own judgement without the need for regular guidance
- Able to prioritise own workload and to meet set deadlines
- Positive and flexible attitude

The way we prefer to work

Behave as one inclusive team

Contribute to a feeling of being one inclusive team. This means:

- Treating everyone with equity and fairness
- Being curious about other people and teams
- Understanding how the organisation operates and your role in it
- Being honest and respectful in communications
- Creating a feeling of belonging
- Driving inclusivity and diversity locally
- Paying attention to your and others' wellbeing

Collaborate

Collaborate with colleagues and externally with customers and partners to deliver great work. This means:

- Treating everything as an opportunity for a win-win
- Seeking input from others and using it
- Expressing yourself clearly and consistently
- Engaging people so that they get on board
- Trusting and supporting people

Focus on the customer

Make sure that the needs and hopes of external and internal customers drive what we do. This means:

- Being great at listening and understanding
- Making things easy
- Being responsive and proactive to what customers want
- Making sure that things are high quality and always improving.

Do what you say you are going to do

Being consistent in delivering on promises. This means:

- Starting with a positive intent
- Setting clear expectations
- Taking personal ownership to deliver on your own commitments and supporting others to do the same
- Holding yourself and others to account for delivery against those expectations
- Being conscientious and driven

Proactively find and take new opportunities

Taking the initiative in every situation. This means:

- Continuously looking for opportunities to improve the organisation, yourself, and your areas of responsibility
- Always stepping up to get involved
- Being brave and bringing challenge to colleagues in order to make things better for our customers

Welcome feedback and continuously learn

Continuously develop your skills and how you work. This means:

- Treating every day as an opportunity to learn
- Being open to new perspectives, experiences, and feedback, recognising it helps you develop
- Giving feedback openly and honestly
- Being aware that your own ideas may not be perfect, and your perceptions can change
- Be open about mistakes and use them to learn
- be comfortable with ambiguity and not knowing everything

Your career with City & Guilds

At City & Guilds our success is driven by the people we work with. We pride ourselves on our ability to offer an equal opportunity to all our staff and we value diversity within our inclusive culture. We recognise that a diverse workforce is the only way we will achieve our ambitious business goals, and therefore work in a very flexible way to accommodate everyone.

City & Guilds is a global leader in skills development. Our purpose is to enable people and organisations to develop their skills for personal and economic growth. What we do is about more than skills, or qualifications, or jobs. Backed by a Royal Charter, we have 140 years of experience in making sure that people can contribute to successful businesses and thriving economies. Made up of City & Guilds, ILM, Intertrain, The Oxford Group and City & Guilds Kineo, we work with education providers, businesses, and governments in over 80 countries, to provide work-relevant education and training in 26 industries.

Working for us means working for an innovative, market-leading organisation in a dynamic sector. As well as an excellent base salary, a typical package can include 25 days annual leave, a defined benefit pension scheme, life assurance, and much more.