

Job title

Recruitment Administrator

Company name and postcode

Millennium Support (trading as Millennium Care Service Ltd)
Millennium House
Station Lane
Featherstone
WF7 5BA

Job summary

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

To live by and role model our values, motivating yourself, and those around you, to ensure our end to end recruitment process is person-centred and strengthens our reputation as a great place to work.

Essential skills, experience and qualifications (please do not use bullet points)

Good communication skills
Can inspire and engage others
Able to deal with giving feedback to others
Demonstrating attention to detail and following process
Can communicate with external parties e.g. jobs boards, job centres
Understand and follow the end to end recruitment process
Influence key stakeholders within the recruitment process
Good use of IT, inputting data accurately
Team working

Job category (DWP use only)**Number of hours per week**

37.5

Working pattern and contracted hours (including any shift patterns)

Mon - Fri (generally 9am - 5pm) but flexibility expected

Hourly rate of pay

£9

Details of employability support (training opportunities/mentor)

The individual will have a 'buddy' from the moment they start with us.

Although much of their work will be done remotely, we utilise IT in a way that keeps people connected and engaged.

We have an induction programme that will support the new start and will also support the person through our Essential Skills Standards which is important when working in

the social care sector. The successful person will gain skills surrounding general admin, HR process, dealing with IT systems, working as a team, leading on

recruitment sessions. The person will be supported through 4 weekly 121
Developing
Potential Discussions and that will also involve helping the person create a Moving
Forward Plan - what are their goals for the future etc. that we could help with.