

## Ruskin Mill Trust (the Trust)

### Job Description

<b>Position:</b>	<b>Recruitment Consultant (In-House Recruiter)</b>
<b>Field of Practice:</b>	<b>Transformative Leadership and Management (Field 7)</b>
<b>Post Reference No:</b>	<b>RMT101235</b>
<b>Grade:</b>	<b>9</b>
<b>Responsible to:</b>	<b>Director of Schools/Director of Colleges</b>
<b>Location:</b>	<b><u>Sheffield</u></b> - to cover Freeman College, Brantwood Specialist School, Clervaux Garden School and Seol Trust.  <b><u>Clent/Stourbridge</u></b> - to cover Glasshouse College, Sunfield Children's Home and a site in North Wales  <b><u>Nailsworth/Bristol</u></b> - to cover Ruskin Mill College, Grace Garden School, Coleg Plas Dwbl.

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### Job Purpose

This post is based within the Central Services function of Human Resources; however, it is located at an individual provision with primary responsibility for multiple provisions within the region, providing recruitment support and advice. The post holder will primarily be responsible for the management, development, and promotion of the Trust's Recruitment function within a number of Trust provisions.

To provide a professional, customer focused proactive Recruitment service to the Executive Team, Managers and key staff.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College or School.

The post holder is to contribute to the whole life of the College, School and Trust, always remembering that our core purpose is to improve the education and lives of the young people at our provisions.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Overnight stays will also be a requirement.

You will be required to carry out your duties at all Trust premises, some of which are located a distance from the main provision sites and at such other places as the Trust may reasonably require.

Evening and weekend working may be required.

## **Corporate Contribution**

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

## **Main Duties**

### **1. To have full responsibility for the recruitment of staff at various Colleges/Schools within a specified region of the Trust.**

- To articulate and promote the vision, values, purpose and method of Ruskin Mill Trust during the recruitment process, communicating the desired expectations of staff as well as measurable impact that they have on the student journey as well as their own personal journey.
- To work collaboratively with each provisions Human Resources Teams to ensure that recruiting managers promote the vision, values purpose and method of Ruskin Mill Trust to ensure that the method is considered with rigour during the selection process, induction and probation period.
- To recruit appropriately skilled and qualified staff at the times and in the quantities requested by the Trust
- To ensure that the recruitment process follows safer recruitment best practice at all times
- To proactively market RMT's employment opportunities through both traditional and digital media to a wide range of passive and active job seekers

### **2. Recruitment of staff to meet set staffing levels:**

- To understand the organisational staffing needs, and personal requirements and attributes to ensure that the candidates appointed are suited to their role and will benefit the lives of the children and young people within the Trust.
- To ensure that the roles with multiple vacancies are given priority and more aggressive recruitment campaigns are in place for these roles
- Assessing all enquiries and applications and consider the needs to add additional recruitment strategies dependent on levels of interest
- To respond in a timely manner to ensure any prospective candidates have an excellent engaging experience
- Proactively source passive candidates and maintain excellent communication with active candidates
- Identify areas for change/improvement in recruitment and interview process and proactively work with Colleges/Schools to identify potential issues in a timely fashion, and offering solutions where appropriate
- To introduce Access Recruit to ensure that all recruitment is tracked and systems are in place to obtain data and to ensure all applicant records are accurate and well maintained and adhere to Safer Recruitment and Data Protection guidelines

### **3. To increase application numbers:**

- Through excellent and speedy communication with all candidates

- To excel at understanding Colleges/Schools local recruitment challenges and offering innovative solutions to meet these
- To arrange, promote and host open day events at each site as required and arrange and promote attendance at recruitment/career events always ensuring that the relevant school/college staff such as support workers can attend and help promote the opportunities.
- To build contacts with relevant organisations that may result in attracting additional applicants
- Visit RMT Colleges/Schools to review recruitment and also speak to staff about their recruitment journey within the Trust. These may be overnight trips

#### **4. To increase RMT's presence in the recruitment market:**

- To lead on the writing and placement of adverts on job boards and ensuring they remain prominent and maintained and refresh them
- Assist with the design and maintenance of other promotional material such as recruitment agency packs, show fliers, posters and exhibition stands To respond to all communication and enquiries created by adverts
- To research and share ideas for new advertising/promotional concepts and ideas to meet the expanding needs of the Trust
- To create digital adverts, social media posts and marketing materials in association with the publishing department
- To generate, analyse and present reports on advertising campaigns effectiveness and successes to the RMT Executive Team and Trustees. Using this data to help shape and modify existing advertising strategy

#### **5. To support RMT's Recruitment strategy:**

- To ensure that each recruitment campaign promotes the Trust's method to attract suitable candidates, is delivered to budget within agreed timelines and to Trust expectation.
- Effectively demonstrate best practice in recruitment that positively promotes the work of the Trust such as PSTE, Seven Fields of Practice and the Seven Care qualities.
- To work with the Department of Human Resources and Directors of Schools/Colleges to review and consider retention strategies
- To work with the Department of Human Resources and Directors of Schools/Colleges to review and implement recruitment strategies.
- To regularly review the performance of competitors and report on key issues.
- To gather feedback of the onboarding process for candidates and share with the executive team, provision leaders and Department of Human Resources To provide regular board reports for the executive team and Trustees highlighting the ongoing campaigns and suggestions of how we recruit moving forward
- To work with the Trust's marketing team in the design and branding of all recruitment advertisements to ensure that wording and visuals is in line with the Trust's requirements.
- To be responsible, in conjunction with colleagues across the Trust, for ensuring that the Trust meets all its legal obligations and objectives in relation to diversity and equality and GDPR issues in respect of all job applicants.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust Limited - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Recruitment Consultant (In-House Recruiter) has no direct line management and supervision responsibility but may be required to line manage other designated staff if required.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## Person Specification / Training and Development Requirements

**Position:** Recruitment Consultant

The following are the criteria that will be used for Shortlisting

### Relevant experience:

	Essential	Desirable
Previous large-scale recruitment experience		✓
Previous recruitment experience	✓	
Working in a customer facing environment	✓	
A working network of contacts		✓
Excellent oral and written communication skills	✓	
Dealing with confidential information	✓	
A good working knowledge of Microsoft Office	✓	
Good IT skills and experience of using website recruitment systems.	✓	
Previous experience of using IT and social media to generate marketing materials	✓	
Highly organised and evidence of managing own workload in a busy environment	✓	
In depth knowledge/experience of Care/Education Industry		✓
In depth knowledge/experience of Care qualifications		✓
Demonstrable continuing professional development	✓	
Experience of developing and maintaining effective internal and external professional relationships.	✓	
Knowledge or willingness to learn about the vision, values, purpose and method of Ruskin Mill Trust in relation to the works of John Ruskin, William Morris and Rudolf Steiner.		✓

### Relevant qualifications:

	Essential	Desirable
Educated to A Level with strong written skills	✓	
A full UK driving license		✓

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme
	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
	Pedagogical Potential of Craft	1 year	Variable