

JOB DESCRIPTION:

Recruitment & Employability Coordinator

Term: Full time contract (including 3 month probationary period)

ABOUT THE ROLE AND ORGANISATION:

As Recruitment and Employability Coordinator, you will provide project support and coordination across our RPO and employability work - from screening applications and video interviews to producing developmental feedback for students and applicants.

You will be involved in the delivery of graduate recruitment and employability projects for both our university and graduate recruitment clients. You'll work as part of the client services team, and also have the chance to support activity on our award winning jobs board Yorkshire Graduates.

You will also handle candidate communications from video interview invites to regret emails to final interview coordination & scheduling. This is an extremely varied role where no two days are the same!

You will be based in Sheffield, but also find yourself travelling wherever we are required to attend a careers fair, deliver a workshop or run an assessment centre.

Gradcore is a fast paced social enterprise that's growing rapidly, which means we each have a unique understanding of one another's roles; and everybody plays a key part in the business and its future. You will get the opportunity to be involved in a variety of projects and become trained to be an assessor at graduate assessment centres.

We work with a wide range of blue chip recruiters, SMEs, public sector bodies and universities, and also host the Graduate Employment Conferences in the UK and Europe each year.

We expect a lot from those who join the organisation, but also ensure that work at Gradcore is rewarding, developmental and varied. You will get to work closely with the senior members of the team, and be given the opportunity to put forward ideas and see them come to fruition.

YOUR EXPERIENCE:

- Educated to degree level (or able to demonstrate a similar level of insight and experience)
- Experience of working in a fast paced environment
- At least 1 years' experience in a related role
- Excellent IT skills (especially excel)
- Some recruitment/employability experience would be beneficial
- An understanding of higher education and the issues facing universities, graduates and employers
- Experience of communicating with a variety of different audiences

YOU ARE:

- Passionate about graduates and helping them maximize their potential
- Flexible, adaptable and happy to travel as well as work out of hours occasionally
- An excellent communicator and natural networker
- Pro-active and a problem solver
- Supportive of colleagues, clients and the business' needs
- A great juggler – able to manage a variety of different work streams
- Resilient and work well under pressure
- Motivated to go the extra mile
- Committed to do what needs to be done to get the job 'done'
- Curious to learn, develop and improve
- Well organised and not afraid of admin
- A team player with a great sense of humour

ROLE REQUIREMENTS:

- Provide project support and coordination across our portfolio of activity
- Shortlist jobs applications (CVs and application forms) and video interview candidates for graduate vacancies
- Assess at graduate assessment and development centres
- Seek opportunities to continuously improve our work and results for our clients
- Attend exhibitions and events related to employability and graduate recruitment
- Build, develop and coordinate questionnaires, surveys and application forms (employer, student, graduate etc) using our survey software and ATS
- Contribute to the development of our digital presence/capabilities
- Provide information and advice to our clients, create accounts and monitor the candidate and client journey, identifying opportunities to improve and promote our services.
- Work closely with the business development team, in order to share information, opportunities and best practice
- Check job information for suitability and compliance with relevant legislation and, where appropriate, provision of advice on advert production
- Select and input job information from clients with bespoke accounts as well as write excellent job adverts to increase applications
- Operate the Candidate Sourcer service, providing suitable candidate details to meet client's requirements
- Assist the team with attendance at careers fairs
- Seek to continuously better understand the graduate recruitment and employability markets
- Carry out any other duties that may arise, including attending events such as networking opportunities as are relevant to the nature of the post