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| **Ref Number:** |  |
| **Job title:** | **Senior Education Recruitment Advisor** |
| **Division:**  | **HR Connect** |
| **Contract:** | **Permanent and Full-Time** |
| **Responsible to:** | **Kent Teach Team Leader** |

**The Role**

Responsible for working in partnership with organisations to implement creative and innovative solutions to improve their staff recruitment and retention. Providing expert advice on staff recruitment & Staff Retention whilst promoting HR Connect services to support the commercial activity of the business, as well as contributing to the continued success of the Kent-Teach team.

**Key Duties & Responsibilities:**

* Work in partnership with organisations to understand their individual needs and develop tailored approaches to build staff recruitment and retention in their organisation, promoting other HR Connect services when applicable. Utilising available insight to advise organisations on the most appropriate support for them, providing proposals for our services as and when required.
* Support organisations with creating innovative recruitment & retention strategies, concentrating on succession planning to ensure the best talent is retained.
* Creation of engaging content to be used as promotion across various platforms, including Kent-Teach Websites, Social Media Channels, training courses and face-to-face / virtual events.
* Responsible for maintaining an understanding of current government legislation and act as the subject matter expert in your area. Providing updates to internal and external stakeholders as and when necessary.
* Contribute to the wider activity of the Kent-Teach team, including working on projects to improve candidate & customer engagement, as well as overall Kent-Teach Service.
* Actively work towards the encouragement of the team and individuals’ development through supervision. Identify training needs as appropriate to ensure the achievement of individual personal development and action plans.
* Proactively promote the services of the team to generate income. Support the production of marketing materials and work with both the Kent-Teach team and HR Connect marketing team to market the business.
* Actively contribute and support the review, design, planning and implementation of the teacher recruitment strategy.
* Actively contribute and support the review, design, planning and implementation www.kent teach.com updating when required.
* Monitor competitors and innovations in the education landscape and communicate these to the wider team.
* Attend Headteacher/Governing body meetings to advise on optimum recruitment strategies and support the design and creation of microsites for headteacher recruitment campaign.
* Flexibly manage projects across the Kent-Teach function when required.

**Further Responsibilities:**

* Attendance at events / exhibitions acting as an ambassador for Kent-Teach and promoting our services.
* Support the design and implementation of marketing campaigns to promote the Kent-Teach brand, drive traffic and optimise sales.
* Support the running of Kent-Teach’s social platforms, ensuring alignment with the social media strategy; whilst copy writing and scheduling content across social media platforms.
* Assist schools in the advertising of vacancies, particularly head teacher vacancies via the use of microsites and including copywriting services when required. This may involve visits to schools and some work outside normal office hours.
* Support with the analysis of the Kent-Teach team’s activities and produce reports when required.
* Represent the wider team at user groups, team meetings, stakeholder meetings and cover any delegated responsibilities of the Team Leader, as specified by HR Advisory Managers.
* Undertake other duties commensurate with the grade of the post as assigned by the Kent-Teach Team Leader.

**Health, Safety & Wellbeing Considerations**

There is no specific Health, Safety & Wellbeing considerations. This is an office-based job, with a requirement to attend customer sites – as necessary to support.

**Other duties:**

**Health and Safety:** Adhere to the corporate policy on Health and Safety at work as well as taking responsibility for Health and Safety within the area of your control.

**Equality and Diversity:** Work positively in an equal opportunity and diverse environment and respect the unique contribution of every individual.

**Environmental Awareness:** To support the organisation’s corporate Environment Policy by complying with relevant environmental legislation and carrying out your duties in an environmentally responsible manner.

**Person Specification**

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

**\*Criterion to be assessed via:**

**A = application form**

**I = interview questions**

**T = test or presentation at interview**

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| **Qualifications / Training**  | **Essential** | **Desirable** | **Assessed via\*** |
| Level 4/5 qualification or demonstrable relevant experience |  |  |  |
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| **Experience** | **Essential** | **Desirable** | **Assessed via\*** |
| High level of experience of customer engagement and partnership working. |  |  |  |
| High level of experience of managing the requirements and expectations of multiple stakeholders.  |  |  |  |
| Substantial experience of delivering to deadline and within a budget. |  |  |  |
| Experience working within the education sector. |  |  |  |
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| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed via\*** |
| Confident interpersonal skills with the ability to engage customers and colleagues at all levels. |  |  |  |
| Demonstrable skills in developing innovative and sustainable solutions to problems. |  |  |  |
| The ability to sell concepts and influence customers and colleagues effectively. |  |  |  |
| Excellent communication skills both written and verbal to a wide range of audiences. |  |  |  |
| Ability to be creative and think “out of the box”, generate ideas, solutions and new products to enhance service offering. |  |  |  |
| Excellent attention to detail with the ability to manage often complex projects and campaigns. |  |  |  |
| Ability to work in a deadline-focused and fast-paced environment |  |  |  |

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| **Knowledge**  | **Essential** | **Desirable** | **Assessed via\*** |
| Excellent understanding of when and how to use available channels based on target market segment and product / service. |  |  |  |
| Knowledge of website design and development. |  |  |  |
| A good working knowledge of the wider HR Connect portfolio of products. |  |  |  |
| Knowledge of recognition and reward and how this can support staff retention. |  |  |  |

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| **Code of conduct** We expect our employees to act professionally at all times both internally in the way we treat our colleagues and business partners and externally in the image we project to our customers and suppliers. **We expect all our team members to:*** **Be Caring** – about their colleagues, their customers and our business
* **Make a Difference** – For tomorrow, do the right thing on a difficult day
* **Be Empowered** – to give your best every day, be accountable, challenge in the pursuit of improvement
* **Be Creative** – lead the way, be curious and passionate, have the freedom to thrive
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| **Job Holder’s Signature:** |  | **Date:** |
| **Print Name:** |  |
| **Line Manager’s Signature:** |  | **Date:** |
| **Print Name:** |  |

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