

## Recruitment and training advisor job pack

<b>Title</b>	Recruitment and training advisor
<b>Hours</b>	37 hours per week Monday to Friday 9.00am-5.00pm
<b>Salary</b>	£24,000-£26,000
<b>Accountable to</b>	Head of people
<b>Responsible for</b>	N/A
<b>Based</b>	St Ives, Cambridgeshire

### About Caring Together

Caring Together is a leading charity supporting unpaid carers of all ages across Cambridgeshire, Peterborough and Norfolk.

We are passionate about helping people get the practical support and advice that really makes a difference to them – before, during and after their caring role.

At Caring Together Charity our vision is a world with no unpaid carer in crisis, isolated or struggling alone.

### About the role

The recruitment and training advisor plays a key role in ensuring we have the right people with the right training in the right place to offer our homecare service which is key to ensuring unpaid carers get much needed breaks from their caring responsibilities.

Working within the People team and reporting to the head of people the recruitment and training advisor will also work closely with the head of care and care team managers, ensuring we are delivering a creative, engaging, positive and safe recruitment and new starter process as well as ensuring our people are engaging with ongoing training and development.

### Key accountabilities of the role

- Working with hiring managers, external providers, and others to deliver an engaging and positive recruitment experience which fosters an inclusive, and diverse culture.

- Be proactive in coordinating and delivering on recruitment requests from the care team and providing regular management information on recruitment performance.
- Ensuring an excellent candidate experience and that all correspondence with candidates is positive, timely and engaging.
- Responsible for ensuring safe recruitment and legislative requirements are met including organising interview panels, gaining references and administering the DBS screening process. Keeping up to date with legislation highlighting changes and cascading knowledge.
- Carry out training to maximise individual and team potential, including mandatory social care training, observations, workshops, virtual training, individual specialist support, assessing trainee learning.
- Be responsible for all matters relating to effective training delivery, including development, planning, booking, delivery and evaluation of effectiveness.
- Working with managers, lead on the induction of all paid and unpaid new starters.
- Be the Caring Together training expert, providing updates on new regulations and ensuring mandatory training is updated accordingly.
- Manage My Learning Cloud online training platform, ensuring a high level of training compliance across the charity.
- Identify gaps in training knowledge and work with the HR business partner, Head of people or Head of care to design and implement training or development solutions.
- Build and maintain links with external organisations and trainers as needed.
- Attend regular continuous personal development opportunities with agreement of your line manager to maintain skills and continuously improve.
- Be an ambassador for cultural change, including embedding behaviours.
- Work at all times within the philosophy and policies of Caring Together
- Undertake any other duties that may be considered commensurate with the level of the post.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

## Recruitment and training advisor

### Person specification

Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 2 in Health and Social care or equivalent experience.</li></ul>	<ul style="list-style-type: none"><li>• Training qualification (Level 3 Award in Education and Training or PTLLS).</li></ul> Or <ul style="list-style-type: none"><li>• CIPD level 3 in learning and development or HR.</li></ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"><li>• Experience of working as a care professional in a care setting or previous experience of delivering training within care.</li><li>• Understanding of safe recruitment practices.</li><li>• An commitment to equality, diversity and inclusion.</li><li>• Experience of training or mentoring others (on the job).</li><li>• Experience of using an e-learning system.</li></ul>	<ul style="list-style-type: none"><li>• Ideally experience of recruiting in social care.</li><li>• Experience of writing or adapting training courses for different audiences.</li><li>• Previous experience of managing an e-learning system.</li><li>• Experience of rolling out a training programme.</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Presentation skills.</li><li>• Good level of computer literacy and the ability to pick up systems.</li><li>• Willingness to undertake train the trainer courses as required.</li></ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Creative with the ability to think outside of the box in devising recruitment campaigns.</li><li>• Friendly, with an interest in people and a curious mindset.</li><li>• Confidence in presenting to a group.</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

## Application and recruitment process

<b>Closing date</b>	The closing date for this post is 9am on Monday 11 September but we reserve the right to close early
<b>Interview</b>	It is anticipated that interviews for this post will take place w/c 25 September.
<b>Start date</b>	The post is available immediately, on a full-time, permanent basis.
<b>Referees</b>	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
<b>Proof of qualifications</b>	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
<b>Terms and conditions</b>	Full details of the terms and conditions of employment will be made available to the successful candidate.
<b>Annual leave</b>	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
<b>Pension</b>	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
<b>Entitlement to work</b>	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
<b>Working hours</b>	Normal working hours are between 9.00am and 5.00pm, however Caring Together is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. [The successful candidate may be required to work flexibly at evenings and weekends at times.]
<b>Benefits</b>	Full details of the benefits of employment will be made available to the successful candidate.

