



Internal Recruitment Lead

County Durham

£25,000 to £28,000 plus up to 25% bonus (performance related)

Permanent

Full time

The Recruitment Lead plays a key role in the business to ensure they recruit the best possible people into the business. With previous experience working as an in-house recruiter you will pro-actively source exceptional candidates as well as liaising with multiple stakeholders across all levels within the business, and recruitment agency partners, you will ensure that potential candidates receive the best possible experience while working to tight timescales.

As a Recruitment Lead, you will be the first point of contact for recruitment and hiring needs in the business, carrying out detailed scoping meetings and owning the recruitment relationships from here. Pro-active sourcing of candidates using networks, social recruitment sites and other tools forms a large part of this role. In addition, you will represent the business in interviews (alongside the hiring manager), ensuring that potential candidates are a fantastic cultural fit for the organisation.

Once a preferred candidate is identified, the Recruitment Lead will manage the full offer process including vetting checks and ensure that candidates and hiring managers are kept informed at all time.

Areas of responsibility will be:

- Liaise with hiring managers to gain a deep understanding of roles, skills and experiences required
- Proactive sourcing of candidates using networks, social recruitment sites and other in-house tools
- Liaise with the recruitment partners to ensure timely updates to live vacancies
- Organising interviews for candidates, ensuring that the details are suitable for the candidate and the hiring manager.
- Production of MI around recruitment performance
- Production of candidate offers and vetting checks
- Representing the business in interviews with the specific aim of assessing the candidates cultural fit
- Ensuring that assessment techniques used for vacancies are suitable for the position and activities of the role.

- Ensure career site is up to date with current live vacancies
- Assist in writing job descriptions and adverts for live vacancies
- Carry out job pricing and benchmarking for new and existing roles
- Identify, plan and organise suitable recruitment methods for direct hires such as career fairs, job fairs etc.
- Management of all pre-employment related activities for new joiners and 3rd party contractors whilst adhering to the FCA guidelines, Senior Management Regime and Certification Regime.

Previous experience managing the full recruitment process is essential as is the ability to manage internal and external relationships and adding value to the process by suggesting improvements and new ideas to attract the best talent and represent the business in the best way possible.

This is a superb opportunity for a first-class recruiter who has extensive experience managing a variety of roles in a fast-paced internal recruitment role.

Salary up to £28,000 plus a 25% bonus (performance related) and a selection of superb benefits.

Sarah@sarahmckennahr.co.uk

07947 756 842