**Job Title:** Resourcer

**Location:** Bolton

**Reports to:** Resourcing Manager

**Accountable to:** Head of Resourcing

**Job Purpose:**

To support in the delivery of qualified and unqualified workers into residential settings and support with the staffing requirements of multiple sites across the UK by taking ownership of selected sites and building strong relationships with hiring managers and senior leadership.

Manage the candidate pipeline to ensure we have delivery of applications, complete pre-screening and complete all interview booking and preparation for the candidate to drive the highest candidate experience for all applicants.

Be a support function for candidates and hiring managers on their recruitment journey, delivering the highest levels of candidate and customer experience for all involved the hiring journey.

To proactively search for and pool talent for specialist roles across the residential settings, live and future vacancies.

Uphold the Group’s commitment to safeguarding the children and young people in our care by championing our safer recruitment standards.

**Key Stakeholders:**

Resourcing Manager, Hiring Managers and Senior leaders in the field.

# Key Responsibilities:

1. Owning the candidate pipeline for the selected sites, being responsible for the candidates in the pipeline, full pre-screening of candidates and booking in interviews with sites and working with candidates to drive up interview attendance rates.
2. Partner with the Resourcing Manager to deliver a proactive, best in class resourcing service by direct sourcing candidates for senior and specialist, live and future vacancies.
3. Be the main contact for your selected sites, deliver high levels of communication and build strong relationships across the owned sites to assist and support the teams with their staffing requirements.
4. Own and deliver the management of the pipelines for the sites that you own. Including making sure the right roles, correct vacancies are updated and correct.
5. Partner with the Resourcing Team to improve advertising content and methods.
6. Respond to Hiring manager queries via phone and email providing updates on recruitment performance as requested by Resourcing Managers.
7. Communicate with candidates proactively using the system, phone, email and field queries via email, phone and social media.
8. Post organic content via social media channels, interact and respond to candidate queries.
9. Partner with the Resourcing Manager to continuously inform sector insight and improve the employer brand.

# Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Measures:**

* Candidate management SLAs
* Monthly hires
* Agency savings
* Customer service
* Candidate experience

**Experience, Skills & Qualifications:**

* Advert writing and attraction strategy experience.
* Excellent verbal and written communication.
* Shortlisting and interviewing experience.

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of the OFG Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_