

**We need  
people  
who are  
great with  
people.**



# **Applicant Information Pack Recruitment Administrator**



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# Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



Mark Hislop, Interim Chief Executive

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Chief Scout, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London UK

# You'll be helping change young people's lives. But what else is there for you?

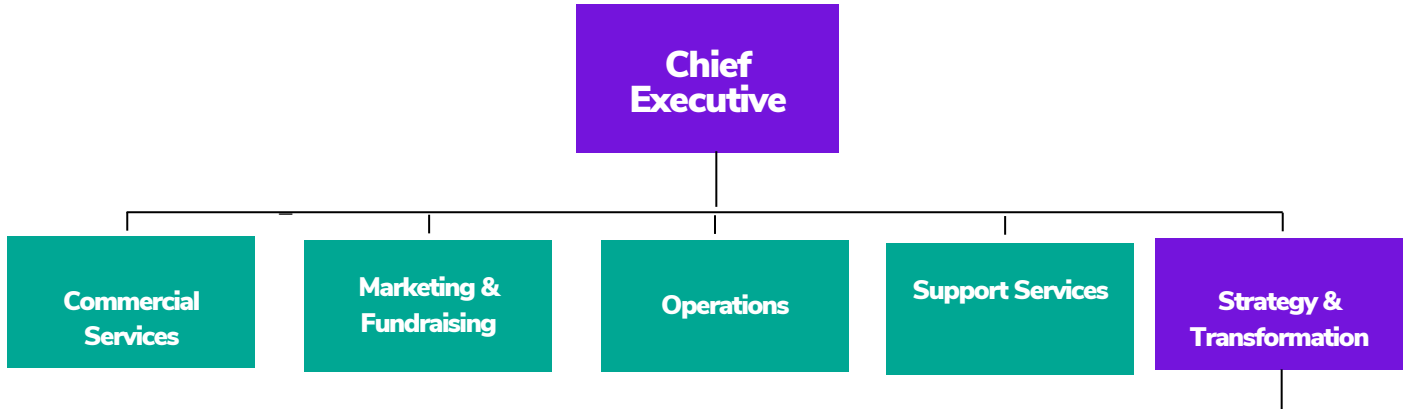
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping)
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working

## Want to know more?

Check out our [benefits page](#)

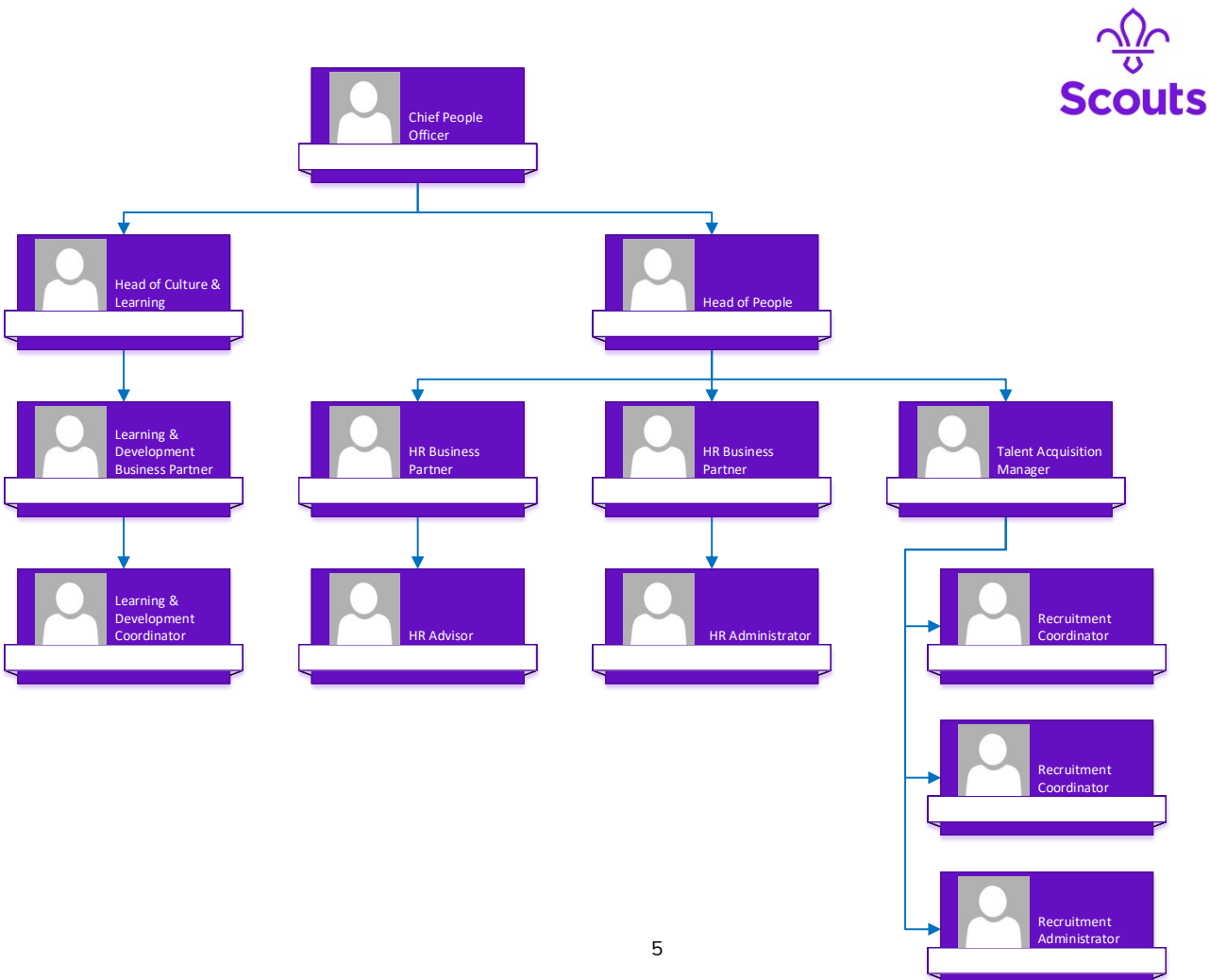
# How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



Strategy & Transformation Directorate			
<b>People</b> Chief People Officer	<b>Transformation</b> Chief Digital Officer	<b>Chief of Staff</b> Chief of Staff	<b>EDI</b> Head of Equity Diversity & Inclusion

## People & Culture Team Structure:



# We're the People Team.

## We're doing well, but you can help us do better.

We are a vibrant, diverse and friendly team working together to make sure that the Scouts employs the most talented people available and also to ensure it is a brilliant place to work. Following a turbulent 18 months due to Covid, we are in the process of building back better than ever and this means there is now a hugely exciting and challenging agenda for the People team. Whilst we are based at the picturesque Gilwell Park in Chingford, we also enjoy a flexible way of working being in the office once a week and also for different staff or team events over the year.

As a recruitment administrator, this is an entirely a new role giving you the exciting opportunity to make it your own. You will play a vital role within the team assisting with ensuring that the recruitment team is on track with onboarding new starters into the organisation; as well as managing a range of databases and spreadsheets that the team will require.

You will also be supporting and working closely with Talent Acquisition Manager, Recruitment Coordinators and other teams and departments such as our wider People team including Learning and Development, Facilities and our service centre advisor teams.

**Tsu Makarawo**  
Talent Acquisition Manager



# About the role

<b>Responsible to:</b>	Talent Acquisition Manager
<b>Department:</b>	People & Culture
<b>Base Location:</b>	Gilwell Park, Chingford, London
<b>Role supports hybrid working:</b>	Yes – <a href="#">click here</a> for further details
<b>Term:</b>	Fixed Term – up to 12 months
<b>Salary:</b>	£13,722.50 per annum (inclusive of Outer London Weighting) Band C, Level 3
<b>Hours:</b>	17.5 hours per week
<b>Line Management Responsibility:</b>	n/a
<b>Internal Relationships:</b>	Talent Acquisition Manager, Recruitment Coordinators, Wider People Team & hiring managers
<b>External Relationships:</b>	Candidates, Referees & other external stakeholders
<b>DBS:</b>	Basic

## What's expected?

To provide robust professional and confidential administrative support to the Recruitment Team and the wider People and Culture Team as required to continuously develop and improve service delivery. To manage the onboarding stage of the candidate journey with efficient, proactive and timely practices. To assist the Talent Acquisition Manager with recruitment projects as and when they arise.

## Key accountabilities

- Ensure successful candidate's eligibility to work in the UK is checked and Employee records are accurately maintained, demonstrating legal and policy compliance.
- Ensure that the correct level of DBS checks are requested, submitted and followed up on for the new joiners, notifying the Talent Acquisition Manager of any DBS results that are returned with adverse information
- Manage the DBS Renewal process for employees where required ensuring that the process is carried out before the expiry date to maintain compliance
- Proactive in ensuring that all reference requests are made, followed up on and responses reviewed to ensure that they correctly match the candidate CV data. This must be done in a timely and

accurate manner, notifying the relevant Recruitment Coordinator when all references required are returned and escalating any concerns to the relevant Recruitment Coordinator. Recognising the different level of checks required for roles involving regulated activity.

- Complete any other pre-employment checks required such credit checks, educational certificates or driving licences for essential car users.
- To enter all new starter details onto HR Systems prior to start date, ensuring all details are correct, supporting accurate reporting
- Support the onboarding of new starters by ensuring they receive induction details and that all internal stakeholders have been notified of new starters, working collaboratively with the Learning & Development Team to ensure access to benefits and mandatory training
- Manage the Recruitment email Inbox, acting as first line response for recruitment queries from managers and staff, developing knowledge to provide responses in line with Scouts' policies and procedures, as well as legislation, good practice and Scouts' values. Escalating more complex queries to the relevant colleagues as required.
- Manage New Starter and Induction Spreadsheets ensuring that up to date information is maintained at all times to support the production of Recruitment Statistics
- Manage and maintain Job Description Library being the first point of contact for managers and staff sourcing job descriptions
- Manage and maintain Scouts Organisational Chart, ensuring publication of weekly updates
- Producing Team charts on request for managers, recruitment campaigns and job evaluation processes
- Developing, managing and maintaining a Recruitment Activity Calendar, gathering information from all members of the recruitment team to support the team and Talent Acquisition Manager in recruitment planning. This should include all team members annual leave, other absences, training activities and Scouts/People Team events
- To regularly keep the Recruitment Coordinators informed of onboarding progress and any challenges encountered. Implementing initiatives to improve time scales for onboarding and resolving any issues where possible
- Contribute to weekly Executive Leadership Team report taking responsibility for reporting on New Starters
- Continuously help to improve recruitment processes, providing suggestions on areas for efficiency.
- Support the Recruitment Coordinators with other recruitment activities as required
- Support the wider People & Culture team with ad hoc tasks, such as supporting events and projects or providing cover during busy periods



# About you

## Skills and abilities

- Excellent customer-focused approach
- Excellent IT literacy (including Word, Adobe, Excel, PowerPoint and Outlook)
- High level of attention to detail, ensuring accuracy in all work
- Ability to manage a busy workload and prioritize tasks on own initiative, working to tight deadlines
- Excellent planning and organisational skills
- Excellent communication skills
- Flexibility to adapt to changing business and operating priorities
- Ability to manage and coordinate electronic records systems

## Knowledge, experience and qualifications

- Previous HR or Recruitment administrative experience,
- Experience of using a HR System or database
- Experience of onboarding practices including Right to Work Checks, DBS Checks and Referencing
- Experience working as part of a busy team
- Understanding of the requirements of GDPR, confidentiality of records, documents and information
- Experience of diary management

## Personal qualities

- A sense of urgency and accuracy when undertaking tasks and responding to queries, even when under pressure
- Good team player and to have a proactive approach to all tasks
- Empathetic and use emotional intelligence when communicating with staff, candidates and managers
- Proactive regarding own learning and development and performance
- Commitment to the values of Scouts and Equity, Diversity and Inclusion

# How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application [our jobs page](#) by **11:59pm on Tuesday 29 October 2024**.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held at Gilwell Park on **Thursday 14 November 2024**.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact [Tsungai.Makarawo@scouts.org.uk](mailto:Tsungai.Makarawo@scouts.org.uk) to set up a call or virtual meeting.

