



## JOB DESCRIPTION

### Recruitment Coordinator

£28,500 FTE per annum (gross), fixed term contract for 6 months  
52 weeks per year  
21-28 hours per week.

*Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.*

This role will require a DBS check.

#### **About Little Village**

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of 5. We've grown to be one of the largest 'baby banks' in the UK, supporting over 22,000 children since we launched in 2016. Families are referred to us via a network of over 2,000 professionals such as midwives and social workers.

As a volunteer powered movement of parents committed to alleviating child poverty, Little Village's vision is that every child in the capital has the essential items they need to thrive.

#### **About this role**

**Reports to:** Head of People

**Number of direct reports:** None

**Purpose of role:** To provide an exceptional recruitment service to candidates, hiring managers and the People Team. Working across the full recruitment cycle; sourcing candidates, posting adverts, liaising with hiring managers/agencies, collating applications, arranging and attending interviews.

#### **Key Tasks and Accountabilities**

- Liaise with hiring managers to define job and person specifications
- Upload new roles to our website, job boards and circulate to partner organisations
- Work with our Communications team to promote vacancies on our social media channels, ensuring information is timely and up to date
- Manage application deadlines, track and respond to candidates
- Provide anonymised longlists to hiring managers and work with them to identify candidates suitable for interview
- Schedule and manage interview invitations ensuring support of candidates with access needs
- Work with the team to produce offer paperwork and contracts of employment
- Follow up with unsuccessful candidates and provide feedback where requested
- Support the onboarding process for successful candidates



- Support the People team with general recruitment admin tasks, query answering such as managing the Recruitment inbox
- Respond to all messages in the Recruitment inbox (either direct response or pass on to relevant people)
- Support the wider People team with People administrative duties and projects.

## **About your skills and experience**

### Essential

- Recruitment administration experience
- Strong organisational skills
- Strong verbal and written communication skills
- Attention to detail and accuracy
- Excellent at juggling multiple competing tasks and still deliver on time
- Strong team player
- Experience of MS Office
- A passion for tackling child poverty and the role we can play in that
- A strong commitment to our values of love, solidarity, thriving and sustainability

### Desirable

- Experiencing of managing the recruitment cycle
- Experience working in Human Resources

## **What we can offer**

### **Salary and pension**

The salary for this role is £28,500 per annum FTE (this will be pro-rated to reflect your working hours if you work less than 35 hours per week and is subject to normal deductions). If eligible to join the pension, we will match your contributions by 3%.

### **Annual leave**

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

### **Hours of work**

We think this role requires 21-28 hours per week, but we're open to discussions about flexibility. This is a 52 weeks per year contract.

### **Location**

This role will be home based with some travel to our sites across London and to work with colleagues in the People Team.

### **Contract**

This is a fixed term contract, starting as soon as possible and finishing after 6 months. You will have a probation period of 3 months.



## **The application process**

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 21-28 hours per week but if you are interested in the role but cannot commit to the hours above, we are also open to discussing the hours you are able to do.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this [online application form](#) by 9am on 3 November 2022. Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?
- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by 9am on 3 November 2022. Please note, applications not using the online application form and following the guidelines set out here will not be considered.

## **Key dates**



**Submission of application:** 9am on 3 November 2022

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

**First round interview:** 7 November 2022

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.

**Second round interview:** 10 November 2022

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.

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