**JOB DESCRIPTION**

**RESOURCING CO-ORDINATOR**

**Salary**: £27,000 - £29,000 FTE per annum (gross)

**Contract** **Type**: FTC 6 months

**Location**: Home based with travel across London

**Hours**: 20-25 hours per week, but open to discussions about flexibility\*

**Additional Requirements:** This role will require a DBS check.

\**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.*

**About Little Village**

Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of a baby banks, we pass on loved goods from one family to another: clothes, toys and equipment so that many more babies and young children have the essential things they need to thrive.

Families either visit a Little Village hub, or items are packed with care and delivered to their home. But it doesn’t stop there. We also connect families into a wider network of support, helping them to build and extend their own ‘village’. Our values of love, solidarity, thriving and sustainability underpin everything we do.

Thanks to the generous donations of loved items, precious time and money, in 2023 Little Village was able to support more than 8500 children. But the demand for help still outstripped our capacity to respond week on week. This role will play a crucial part in helping us to source and recruit candidates to help us reach many more children with the things they need.

**About this role**

**Reports to:** Head of People

**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 interviews and supporting with attending interviews and moderation meetings when needed.

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
* Support the recruitment process by attending interviews, shortlisting and moderation meetings
* 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 task
* Manage the Recruitment inbox through prompt response to emails (either via direct response or passing on to relevant people)
* Manage source of application data, analysing trends and providing analysis on successful advertising streams
* Maintain high standards of communication to promote a consistently positive applicant experience

**About your skills and experience**

Essential

* Strong attention to detail and able to carry out tasks with accuracy.
* Experience of managing several priorities at once and effective multi-tasking
* Experience of working in either a recruitment or HR role
* Experience of working with confidential data
* Strong relationship building, working across multiple stakeholders
* Able to work well under pressure
* Excellent communication skills – written & verbal
* Teamworker
* Self-motivated

Desirable

* Experience (direct or indirect) of living in poverty.

**What we can offer**

**Salary and pension**

The salary for this role is £27,000 - £29,000 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). We usually give the team time off between Christmas and New Year that doesn’t come off your allowance.

**Hours of work**

We think this role requires somewhere between 20 and 25 hours per week, but we’re open to discussions about flexibility. This is a fixed term contract for a minimum of 6 months.

**Location**

This role will be based at your home address however you will be required to commute to our hubs and partner offices across London for in person visits and meetings.

**Contract**

This is a fixed term contract, starting as soon as possible. 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](https://wp.littlevillagehq.org/wp-content/uploads/2021/06/Little_Village.Equal_Opportunities.March_2021.FINAL-Copy.pdf).

We know everyone’s lives are different and that traditional working patterns may not be quite right for you. We think this job requires 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](https://littlevillage.typeform.com/to/VfYC5vFz) by 9am on Thursday 11th July. 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](https://littlevillage.typeform.com/to/j6rFdbYY). 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 Thursday 11th July 2024. 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 Thursday 11th July 2024

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: Tuesday 16th July 2024**

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: Tuesday 23rd July 2024**

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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