



## Job description

**Job title:** Internal Recruiter

**Responsible to:** HR Manager

**Purpose of the post:**

- **To provide essential support to the HR team, ensuring that the recruitment process is seamless and effective.**
- **To play a key role in bringing the right talent through our doors, helping us deliver exceptional service to our residents.**

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**Key areas of responsibility:**

1. Act as the primary point of contact for candidates throughout the recruitment process.
2. Manage the end-to-end recruitment process through the Applicant Tracking System (ATS), from approval to onboarding.
3. Collaborate with hiring managers and the Communications team to create job descriptions and adverts.
4. Post vacancies on relevant job boards, ensuring compliance with budget requirements.
5. Source, screen and engage potential employees who could be a great fit for Hastoe.
6. Schedule, coordinate and attend interviews as required.
7. Provide timely feedback to candidates.
8. Ensure personality profiling and relevant skills assessments are completed.
9. Ensure background checks are completed as per the roles' requirements.
10. Work with hiring managers to create a supportive onboarding process to ensure smooth transitions for new hires.
11. Collaborate with HR Manager to improve service delivery and process efficiency.
12. Carry out general recruitment administration duties.

**Organisational responsibilities:**

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

This job description is an accurate reflection of the duties of the post at the time of writing but may be changed from time to time to meet the changing requirements of Hastoe.



## Person specification

Attributes	Essential	Desirable
Education and training	<ul style="list-style-type: none"><li>• GCSE English and Mathematics, or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• CIPD Level 3</li></ul>
Skills and experience	<ul style="list-style-type: none"><li>• Proficient in the use of Microsoft Office applications (Word, Excel, Outlook).</li><li>• Experience in internal recruitment/talent acquisition.</li><li>• Proficient in digital HR data management and IT systems.</li></ul>	<ul style="list-style-type: none"><li>• Experience within the Housing sector.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• <b>Customer Inspired:</b> A positive approach to customer service (for both internal and external customers).</li><li>• <b>Open and Transparent:</b> Able to listen, learn and improve.</li><li>• <b>Professional:</b> Able to take ownership of your actions and cope well under pressure.</li><li>• <b>Passionate:</b> Able to go the extra mile to find solutions and meet deadlines.</li><li>• <b>Enterprising:</b> Willing to seek new learning experiences.</li><li>• Excellent attention to detail.</li><li>• Excellent communication skills.</li><li>• A strong regard for equity and diversity.</li><li>• Able to organise and prioritise own workload.</li><li>• Able to work as part of a team.</li></ul>	