



Job description

Job title: Internal Recruiter

Responsible to: HR Manager

Purpose of the post:

- To lead proactive candidate sourcing and engagement, building strong talent pipelines and ensuring the recruitment process is seamless and effective.
- To partner with hiring managers to identify, approach and attract the right talent, helping Hastoe deliver exceptional service.

Key areas of responsibility:

1. Act as the primary point of contact for candidates throughout the recruitment process.
2. Use available recruitment packages to identify, contact and screen potential candidates who could be a great fit for Hastoe.
3. Manage the end-to-end recruitment process through the Applicant Tracking System (ATS), from approval to onboarding.
4. Partner with hiring managers at the outset of each vacancy to understand the role, required capabilities, target candidate profile and recruitment timescales, then translate the brief into an accurate job description, compelling advert and practical sourcing plan.
5. Develop and deliver targeted sourcing strategies for vacancies, using relevant job boards, professional networks, social media, talent databases and direct-search techniques to identify suitable candidates.
6. Screen all CVs received to ensure candidates are suitable for review by the hiring manager.
7. Schedule, coordinate and attend interviews as required.
8. Provide timely feedback to candidates.
9. Ensure personality profiling and relevant skills assessments are completed, as required.



10. Collaborate with HR Manager to improve service delivery and process efficiency.
11. Ensure all recruitment documentation, including right-to-work documents, shortlisting grids, interview notes and any other relevant records, are collated before handing the successful candidate over to the HR team to begin onboarding.
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	• GCSE English and Mathematics, or equivalent.	• CIPD Level 3
Skills and experience	• Proficient in the use of Microsoft Office applications (Word, Excel, Outlook). • Experience of managing end-to-end recruitment campaigns, including vacancy briefing, job description and advert development, proactive candidate sourcing, direct candidate engagement, CV screening, interview coordination and candidate feedback. • Experience of using an Applicant Tracking System and recruitment platforms to manage vacancies, candidate records and recruitment activity. • Ability to develop targeted sourcing strategies using job boards, professional networks, social media, talent databases and direct-search techniques.	• Experience within the Housing sector.
Personal qualities	• Customer Inspired: A positive approach to customer service (for both internal and external customers). • Open and Transparent: Able to listen, learn and improve. • Professional: Able to take ownership of your actions and cope well under pressure. • Passionate: Able to go the extra mile to find solutions and meet deadlines. • Enterprising: Willing to seek new learning experiences. • Excellent attention to detail. • Able to communicate to a wide range of stakeholders. • A strong regard for equity and diversity. • Able to organise and prioritise own workload. • Able to work as part of a team.	