

Job Description: Recruitment Coordinator

General role information	
Job Title:	Recruitment Coordinator
Reporting to:	UK Learning, Development and Resourcing Manager
Salary Band:	C
Notice period:	1 month
Budget Responsibility?	Permanent
Contract type?	No
Direct Reports?	No
Client facing role?	No
Key stakeholders – internal?	Yes
Key stakeholders – external?	Yes
About MSI Reproductive Choices	
Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally. As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care. At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us. MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments. We pride ourselves on having a Just and Learning culture and recognise that successes or mistakes are the product of many factors and our learning focuses on changing systems and processes to make it easier for people to do their jobs safely.	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

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The department / team

We are looking for a passionate and committed Recruitment Coordinator to join our national recruitment team. We operate a hybrid working model that provides our colleagues with the flexibility to work both at home and within our offices.

The role

Recruitment

- Support the L&D and Resourcing Manager to build a strong recruitment network within MSI UK
- Support the L&D and Resourcing Manager in the calculation of recruiting KPIs (recruitment dashboard) which includes the provision of DEI monitoring and reports
- Support our L&D and Resourcing Manager in researching the external market and engaging with talent
- Working closely with the L&D and Resourcing Manager and internal stakeholders to anticipate recruitment needs across the organisation.
- Building and maintaining effective relationships with hiring managers and other key stakeholders across all sites.
- Providing an excellent administration service to the recruitment team through inbox management, invoice processing, answering queries and providing accurate data
- Taking ownership for maintaining the applicant tracking system, setting up new users and recruitment agencies and ensuring that all information is accurate and up to date
- Supporting with the co-ordination of assessment centres, careers and graduate fairs.
- Reviewing adverts sent through from hiring managers ensuring that they are fit to attract the best candidates in the market, inclusive and engaging
- Advertising vacancies through our applicant tracking system and across our job boards and other channels within agreed timescales and SLA.
- Support the L&D and Resourcing Manager with the management of candidates within the recruitment platform, conducting initial screening as required and engaging with the hiring managers
- Pre-screening candidates over the phone, via Teams, via email or in person, to understand their suitability and motivations
- Support the hiring managers and the L&D and Resourcing Manager to set up interview invitations in diaries, ensuring the interview panel have all the necessary documentation to support the interview
- Working in collaboration with the L&D and Resourcing Manager and Recruitment Administrator to collate all necessary onboarding documents to process the candidate through to start date
- In collaboration with the Recruitment Administrator, ensure check in calls with candidates are conducted to ensure smooth onboarding and tracking of new starters
- Ensure all vetting checks are carried out for all new recruits
- When required, support the new starter process by uploading new starters onto the HR systems
- Maintaining and updating the recruitment tracker to ensure that recruitment management information is continually updated and is accurate.
- End to end recruitment process management continuously seeking to improve to meet the needs of stakeholders

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- Throughout the recruitment process ensuring the candidate experience is the best it can be and supporting recruiting managers to do the same
- Understand all current UK legislation relevant to recruitment and onboarding to ensure MSI UK meets all due judicial obligations
- Suggest, and when agreed, implement, improvements to the recruitment processes
- Maintain core sets of data, documents and reports to evidence and ensure a fair recruitment process
- Manage any screening and vetting activity associated with all job requisitions. Ensure the standards set in the Recruitment and Pre Employment Policy are met and that candidates/attendees are kept informed of requirements and progress throughout
- Sourcing candidates via job boards and other channels
- Responsible for meeting and exceeding SLA expectations set out by the UK L&D and Resourcing Manager throughout the process
- Identify recruitment priorities and develop a strategy to fill the openings
- Ensuring all recruitment documentation for new starters is accurate and complete to ensure legal compliance and maintain accurate data.

Management

- Line Manage the Recruitment Administrator, including
 - I. Setting of practical objectives and regular performance updates
 - II. Proactive management of the employee lifecycle i.e., recruitment, induction, absence management, family friendly leave, employee relations, performance management, development plans and leavers.
- Complete quality audits for the Recruitment Administrator, providing timely feedback to facilitate their continuous development

Key responsibilities

To perform this role, it is essential that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- The highest levels of integrity and a strong ethical sense, ability to keep information confidential and secure
- Excellent written and verbal communication skills – comfortable networking with stakeholders at all levels of the organisation
- Excellent attention to detail; results oriented and ability to work well in a team.
- Able to learn quickly and use initiative
- Able to manage expectations of demanding stakeholders
- Exemplary organisational skills – able to multitask and handle conflicting priorities
- Good Microsoft package skills – MS Word, Office, Excel and PowerPoint.

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Key Skills and Experience

To perform this role, it is essential that you have the following skills:

- Proven work experience within recruitment
- Excellent communication skills
- Ability to prioritize and complete projects within deadline
- Hands on experience with various selection processes like phone interviews and reference checks
- Ability to conduct different types of interviews (e.g., structured, competency based and behavioural)
- Familiarity with HR databases, applicant tracking systems and candidate management systems

Formal Education/qualification

- Maths & English GCSE or equivalent.

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Pro-choice, support and adhere to MSI vision and goals.
- Dynamic, creative individual with the ability to show initiative.
- Team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates MSI team member behaviours and professional self-development.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

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Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date:

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