



Job Description

Job title: Recruitment and Compliance Administrator

Accountable to: Recruitment and Compliance Manager

Hours: Part-time/Full-time available, flexible working

Salary: £23,000 - £25,000 pro-rata

Great Minds Together are a not-for-profit community interest company that provides bespoke wraparound support services and intervention for children, young people, and families who have special educational needs and disabilities and/or social, emotional, and mental health needs at early intervention and outreach level as well as Tier 4 prevention level (Tier 3.5). Our ethos as an organisation is to provide better outcomes for children, young people, and their families. We are a Trauma Informed Organisation. We are looking for individuals who have a passion for working with children, young people, and their families. You will have the resilience to continue to work with children & young people with either/or special educational needs, disabilities social/emotional, and mental health needs who may present with challenging behaviour as a result of previously unmet needs. You will strive to achieve good outcomes and support both the young person and their families with any concerns they may have, as well as having knowledge and experience in upskilling professionals and families/carers that support the young person, on how to best understand and meet their needs. We work alongside other professionals and agencies towards our shared vision to achieve a better quality of life for children, young people, and their families that fall between the gaps in our system.

Role

The role of the Recruitment and Compliance Administrator will be to work with and support the Recruitment and Compliance Manager across all services within Great Minds Together.

Main Duties and Responsibilities

- Provide efficient administrative support to the recruitment and selection process, including application management, candidate contact, and interview arrangement.
- Support with job advertising and ensure that our roles are live on all platforms, including social media.
- Support with the onboarding process for new starters, including but not limited to referencing, compliance, DBS and right-to-work checks.
- Ensure staff files are up to date; all relevant documents have been signed and saved correctly.

- Conduct file audits and address any missing documentation.
- Complete our supervision tracker and report any issues to our HR and Recruitment Manager.
- Support with administrative tasks, when necessary, i.e., answering calls, responding to candidate interest, arranging meetings, sending contracts, processing feedback.
- To provide any additional support required to the central service team.

Skills and Qualifications

- Excellent communication and interpersonal skills when dealing with candidates, colleagues and management.
- Experience working in a busy environment, with the ability to cope with a high level of activity and changing priorities.
- Working knowledge of Microsoft Office 365, primarily the use of Word and Excel.
- Excellent organisational and planning skills.
- Proactive and enthusiastic approach, with the ability to work on own initiative and unsupervised.
- Accurate and excellent attention to detail.

Experience

- Previous experience in a similar role dealing with recruitment
- Strong administration or compliance background
- Must be able to work in a strictly confidential working environment
- A willingness to learn
- Positive 'can-do' attitude
- A strong team player

Expectations

To always work in line with the values of Great Minds Together, ensuring that the standard of support provided to families is the best it can be, that all staff operate in an understanding and non-judgemental way. To ensure that all documentation and correspondence produced by the staff at Great Minds Together is of the highest standard, and relationships with professionals are positive and balanced even where there may be need to professionally challenge.

Additional Duties

Due to the nature of the work of Great Minds Together, tasks and responsibilities are, in many circumstances, unpredictable and varied and may include weekend and evening working. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description must be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Qualifications & Experience	Essential / Desirable	How assessed (Application, Interview, Task)
Previous experience in a similar role dealing with recruitment.	E	A,I

Experience in ensuring all relevant and current compliance standards are adhered to.	E	A,I
A good understanding of the English language in both a spoken and written capacity	E	A,I
Experience in supporting others, either in a professional or personal capacity.	E	A,I
Understanding of safeguarding and child protection.	E	A,I

Skills	Essential / Desirable	How assessed (Application, Interview, Task)
To use technology to a good standard. IT literate.	E	A,I
Good command of English both spoken and written.	E	A,I
Ability to show empathy and understanding	E	A,I
Ability to negotiate with a joint solution in mind	E	A,I
Can do attitude, solution focused	E	A,I
Listening skills	E	A,I
Organisation skills	E	A,I
Good communication skills	E	A,I
Adaptable and flexible	E	A,I
Non-judgemental, person-centred approach	E	A,I
Desire to further own knowledge and skills	E	A,I
Open minded, ability to think outside the box	E	A,I
The ability to reflect on own practice, undertake training advice and constructive feedback	E	A,I

Knowledge	Essential / Desirable	How assessed (Application, Interview, Task)
Safer Recruitment	E	A,I,T
CQC Regulations	D	A,I,T
OFSTED Requirements	D	A,I,T
Other	Essential / Desirable	How assessed (Application, Interview, Task)
A UK driving license and access to a car	D	A
Willingness to travel to our Head office in Stockport when necessary and for training purposes at times.	E	A

