

Role Title: Recruitment Officer
Salary: Band 8
Location: Sir Henry Mitchell House
Report to: Resourcing Business Partner



About Us

We are a Children and Families Trust, commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

You will provide vital support across the entire recruitment lifecycle ensuring a smooth, efficient, and professional service for both hiring managers and candidates.

You will play an important role in delivering a high-quality, engaging and inclusive candidate experience, contributing to the Trust's efforts to attract and retain talented individuals who reflect the diversity and commitment of our workforce.



Main Duties and Responsibilities

Recruitment Support

- Provide seamless support throughout the recruitment process, from vacancy advertising, shortlisting, interviewing to onboarding.
- Progress advertising campaigns, manage application tracking and data, ensuring accurate and timely updates to monitoring systems and databases.
- Foster a best practice approach across all campaigns, including quality shortlisting and interviewing exercise and subsequent candidate communication.
- Conduct and monitor pre-employment checks in line with safer recruitment and Trust policies (e.g. referencing, right to work, DBS checks where required).
- Monitor and develop where applicable our suite of guidance documents for internal and external use.

Customer Service

- Providing timely, accurate and helpful guidance and information to candidates and hiring managers.
- Work collaboratively within our service, and across the organisation (e.g. Payroll, IT) to support a smooth hiring process.
- Promote the Trust's values and commitment to equal opportunities and inclusion.

Continuous Improvement & Systems

- Maintain accurate data on the recruitment system (ATS), producing reports as required.
- Support with outreach campaigns and events (e.g. job fairs, careers days).
- Suggest and support process improvements to enhance the complete hiring journey.
- Maintain accurate candidate and employee records ensuring all documentation is stored securely and in line with policies and procedures (eg. GDPR).

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.



About you

We are looking for applicants who can demonstrate that they meet the following requirements:

Skills, Knowledge & Experience

Essential

- Proven experience in an administrative role (HR or recruitment preferred).
- Strong organisational skills with the ability to manage multiple priorities and meet tight deadlines.
- Excellent written and verbal communication skills.
- Confident working collaboratively across teams and services.
- Proficient in Microsoft Office (Outlook, Word, Excel).
- Professional, detail-oriented, and customer-focused approach.
- Eagerness to learn and grow within recruitment and HR.
- Understanding of recruitment best practices, employment law, and EDI principles.
- Strong interpersonal and influencing skills; able to build relationships and challenge constructively.
- Experience managing end-to-end recruitment in a fast-paced environment.
- Skilled in using ATS platforms, recruitment tools, and social media sourcing.

Desirable

- Experience with HR or recruitment systems/databases.
- Background in public sector recruitment.
- Interest in developing a career in HR or recruitment.
- Awareness of safer recruitment practices in the public sector.
- Analytical mindset with the ability to interpret recruitment data.
- Experience recruiting for specialist or hard-to-fill roles.
- Exposure to both agency and in-house recruitment.
- CIPD Level 3 or equivalent qualification.

Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

We are an equal opportunities employer.

