

Role Title: Talent Acquisition Advisor
Salary: PO2
Location: Sir Henry Mitchell House, Bradford
Report to: Resourcing Business Partner

About Us

We are a Children and Families Trust, which has been 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

Provide efficient end-to-end recruitment support to help the Trust achieve its objectives, ensuring a seamless and positive experience for both hiring managers and candidates. Lead and manage recruitment campaigns, proactively sourcing and attracting talent while driving the recruitment and onboarding process forward.



Main Duties and Responsibilities

- Support hiring managers with their recruitment, providing expert advice and guidance.
- Create factually correct and legally compliant recruitment campaigns that promote our employer brand and attract a diverse pool of candidates.
- Source and attract candidates through LinkedIn and other professional networks.
- Identify and approach suitable active and passive candidates
- Support the conversion of the Trust's agency labour to a permanent workforce
- Support candidates throughout the recruitment journey, ensuring a high standard of service from initial engagement through to onboarding
- Support the development of the Trust's attraction strategy and recruitment advertising channels
- Identify and support with recruitment events for both internal and external brand awareness.
- Understand external markets, organisations and trends to be able to build successful pipelines and recruitment insights.
- Proactively keep up to date with best practice recruitment strategies and advise on recommendations for improvements.



About You

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

Education

CIPD Level 3 is desirable.

Experience & Skills

- Experience of managing recruitment campaigns from advertising, sourcing & selection
- Experience coordinating onboarding & pre-employment checks
- Proficiency with professional use of social media, CV database sourcing and professional networks
- Experience of LinkedIn to target active and passive candidates
- Providing expert recruitment advice to stakeholders at all levels
- Working within a customer focussed environment
- Ability to identify barriers and challenges to recruitment and devise and implement creative and timely solutions.
- Good understanding of public sector recruitment
- Strong influencing skills with proven ability to take initiative and build strong, productive relationships
- Strong communication and interpersonal skills
- Ability to influence and negotiate with key stakeholders
- Experience of implementing effective recruitment practices including sourcing, screening, assessing, networking and relationship management
- Self-starter with a positive and enthusiastic attitude
- Strong stakeholder management skills with the ability to build new relationships
- Competent IT skills including the use of Microsoft Office packages
- Experience using Applicant Tracking Systems and HR systems.
- Strong organisational skills and ability to prioritise a broad range of tasks effectively
- Understanding of marketing and selling job opportunities
- Ability to manage complex priorities
- Experience working in a fast paced, high pressure environment
- Understanding of safer recruitment practices



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.

