

**Job Description**

**TITLE:** Health and Social Care Recruitment Coordinator

**STARTING SALARY:**£35,808

**DURATION:** Fixed Term post until the end of March 2024

**RESPONSIBLE TO:** Employer Relationships Manager (Joined Up for Business)

**CLOSING DATE:** 11pm on Sunday 28th August

**EXPECTED INTERVIEW DATES:** w/c 5th September

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of the City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise:

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Increasingly, provision of support to the Edinburgh and South-East Scotland City Region Deal skills programme.

CCP is also a lead agency in the UK and Scottish Government’s £1.3bn Edinburgh and South-East Scotland City Region Deal (ESES CRD) under the theme of the Integrated Regional Employability and Skills (IRES) Programme – covering Edinburgh, Midlothian, East Lothian, West Lothian, Fife and Scottish Borders.

CCP also coordinate two Recruitment and Skills Centres (RSC) within the city and support the development of additional centres within the ESES CRD area. The RSCs purpose is to support the employers and jobseekers within the surrounding areas of Fort Kinnaird and the St James Quarter and Edinburgh city centre with identifying vacancies, training opportunities and administering candidate registrations and supporting with job matching.

**JOB PURPOSE**

This role will support Joined Up for Business (JUfB) in its employer focused activities, which includes supporting businesses with recruitment, training, identification of funding incentives and community benefits delivery in line with the Scottish Government’s No One Left Behind (NOLB) framework and Fair Work principles.

The Health and Social Care Recruitment Coordinator will be the lead recruitment and training contact for key stakeholders within the Health & Social Care (H&SC) sector in Edinburgh and will support with meeting vacancy demand, through streamlining and centralising the various offers to increase accessibility to potential entrants and increase awareness from the employability network and partner services.

The post holder will work directly with employers to actively support and coordinate large-scale recruitment and training requirements and be instrumental in collaborating with key statutory organisations such as the Health & Social Care Partnership to advise on recruitment approaches, labour market intelligence and innovative solutions to help shape future strategy. The postholder will also be involved working directly with job seekers and potential entrants to the sector through positive promotion of career and training opportunities.

Your key responsibilities will be:

* Project managing, coordinating, and ensuring the successful delivery of recruitment and training activities necessary to support Health and Social Care employers across both public and private sector organisations in fulfilling their vacancies
* Developing and maintaining strong, positive relationships with employers, service providers, partners, jobseekers, and all other relevant stakeholders
* Identifying, initiating, and developing trusting relationships with employers to provide a high-level service, a tailored recruitment approach and pro-actively identifying future opportunities
* Streamlining various and often complex, recruitment approaches and requirements, to simplify, increase efficiency and reduce fill times
* Ensure agreed actions from strategic Steering Group (SG) are carried out effectively and timeously, with outcomes reported back
* Advising key stakeholders and Steering Group on evolving labour market intelligence, contributing to adaptive and innovative responses to recruitment and training within the sector
* Representing and promoting the Health and Social Care sectoral opportunities across all networks to raise profile alongside increased awareness and desirability of Health and Social Care as a career option
* Identifying, establishing, and maintaining effective candidate referral routes to ensure consistent pipeline of applicants for training support and vacancy placement
* Planning, organising and attending variety of events such as networking, partnership activities, community based or large-scale recruitment events in order to raise sector profile and highlight opportunities to potential entrants
* Support candidates with organisation of relevant training, barrier removal and obtainment of any necessary, regulatory checks or qualifications needed
* Continue to monitor and evaluate job sustainment to identify and address any potential attrition and promote continued career progression through referral to relevant In-Work Support programmes
* Coordinating and publishing adverts across job boards, bulletins, social media channels and other promotional avenues
* Overseeing the management of social media accounts and website, ensuring content & communication is consistent and creation of marketing and promotional materials in line with overall strategy
* Pro-actively identifying strategic opportunities for growth, collaboration, and additional funding streams
* Accurately maintaining, producing, and collating spreadsheets, reports and other documents to a high standard as required
* Processing invoices and updating financial trackers
* Accurately updating CRM system with activities to track progress and evidence outcomes.
* Collaborating with internal teams to maximise opportunities and efficiency across all CCP strategy and cross-over projects
* Any other ad hoc duties as per business requirements.

**KNOWLEDGE AND SKILLS REQUIRED**

Essential:

* Previous experience of supporting **high-volume recruitment**
* Direct experience of working with candidates/jobseekers for training, skills or recruitment/employability purposes
* Understanding of barriers to employment and pressures faced by more disadvantaged households
* Demonstrable experience of strong relationship and stakeholder management
* Excellent verbal and written communication skills, with experience in dealing with customers, clients and/or the public by telephone, email and MS Teams/Zoom
* Confident in the use of Microsoft Office packages including Excel, Word and Outlook
* Meticulous approach to record keeping and recording of information
* Experience of working productively and collaboratively within a team to agreed principles, including working with implementation plans, meeting milestones and deadlines
* Qualifications **or** skills and experience to SCQF Level 5 in English and Maths, for example, National 5, Modern Apprenticeship, SVQ
* Access to a reliable internet connection for any hybrid/home working.

Desirable:

* Previous experience of recruitment and/or training within the Health and Social Care sector
* Experience of event planning
* Experience of working in a community and neighbourhood setting.

**EMPLOYEE BENEFITS**

* Home working
* Flexible working (flexitime)
* 25 days annual leave
* 6 floating public holidays and 4 fixed public holidays
* Employee Assistance Programme
* Employer pension contribution.

**OTHER INFORMATION**

Your workplace will be within one of The Capital City Partnership Offices at either; 165a Leith Walk Edinburgh, Fort Kinnaird Recruitment Skills Centre, or FUSE Recruitment & Skills Hub, as well as from home as part of a blended working approach.

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOIL system.

Capital City Partnership offer an Employee Wellbeing package which gives access to qualified counsellors available within a 24/7 employee assistance programme, a digital wellbeing platform and digital gym, as well as thousands of high street and online shopping discounts on big brands.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days, taking your combined leave allowance up to 36 days. The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the CCP staff handbook.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.