

Support Worker Recruitment and Staffing Coordinator

Job Type: Full time, 38 hours p/week

Salary: £20,500

Job Description

The Wilberforce Trust is now hiring for a Support Worker Recruitment and Staffing Coordinator. This position will be based in York at the Trust's Head Quarters. The role will be to ensure staffing requirements for the client's hours and internal rotas are fulfilled by Wilberforce Trust Support Workers by recruiting suitably screened applicants through to working on shift. Whilst having an agency contingency as agreed with Finance annually.

Main Duties

- Leading recruitment programmes and analysis of results for best results.
- Recruitment process including preparing and posting job advertisements.
- Vetting applicants/ candidates/ arranging interviews.
- Ensuring organisation & its clients are paired with candidate
- Interviewing and making recommendations to HR for offers.
- Assisting with staff inductions and associated paperwork for training.
- Assisting with placing candidate into position (house) and onto rota shifts
- Daily updating of applicant data base information.
- Update from rota analysis support worker vacancies
- Meet targets for support worker supply for vacancies ensuring staffing levels meet our contractual obligations
- Form part of the rota and training team / integrating multi-tasking to cover within the department as needed

Finance

- Obtain authorisation for recruitment budget.
- To be targeted in reduction of agency usage

Operations

To work directly with the rota and training team. Cover the team roles as required.

General

- Promote diversity and equality through staff matching to clients
- Support the safety, well -being and protection of people in the delivery of services through compliance with the current HR and safeguarding policies
- Remain up to date with current recruitment legislation within the social care sector

- To actively participate in relevant training and ongoing professional development to meet identified knowledge and skill requirements
- Develop and maintain good working relations with all Wilberforce Tenants, clients, staff and managers

Personnel

- Develop and maintain good working relations with all Wilberforce Trust staff
- Promote good employment practices, equal opportunities and welfare in accordance with Trust policies, including disciplinary and grievance procedures
- To have flexibility to work outside of office hours on occasions as required
- To work independently to tight deadlines
- Ability to deliver difficult improvement requirements in a constructive way
- Interview skills
- Reporting skills
- Build open and constructive working relationships with all service users of the Trust to ensure high quality experience – invite feedback to inform future developments
- To represent the Trust as required
- Through understanding of ethics, regulations and laws
- Working with management, regulators and board members
- Support colleagues to find solutions when implementing change and improvement plans
- To undertake such other duties as the Chief Executive or Trustees may reasonably require from time to time

Communication

- To ensure the operations team are kept up to date with staff vacancies and the pipeline for supply of staff
- Ensure effective timely communications on key issues to line managers.
- Promote mechanisms to seek out, listen and respond to views and ideas of others.
- Manage effective communications with all potential candidates, staff and managers

The above job description is for guidance only and is not contractual. The Management and Board of Trustees reserve the right to alter, delete or add any part after consultation