**Job title**: Recruitment Consultant

**Job reference**: RC1/092025

**Location**: London

**Start date**: As soon as possible

**Vacancies**: 1

**Employment type**: Part-time

**Pay**: £15/hour + Commission

How to apply: [RC1 Application Form](https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAa__eBPYK5UMzZYWFE5RjZNTFdDVDFUQlFRMU9SWVNHSi4u)

**About CHEART HnE**

CHEART HnE specialises in recruiting trained professionals in the healthcare and education sectors and help them to secure temporary, cover, and permanent work. We also offer advanced training to upskill, as well as provide employment and career opportunities for residents in local communities. Our aim is to empower our community peers by proactively promoting socio-economic independence and through partnering with other employers and employment agencies.

**The role**

We have an exciting opportunity for candidates to join CHEART Education or CHEAERT Healthcare, as recruitment consultants. Successful candidates will be trained to use creative techniques, media platforms, and resources to recruit workers seeking temporary, cover, or permanent jobs in education or healthcare settings. The role includes liaising and working in partnership with other organisations.

**Full training is provided**.

**Job description**

As a recruitment consultant, you will be expected to work towards targets to recruit trained professionals in education or healthcare and support them through securing employment in their sectors of interest. You will be working with either education or healthcare workers.

Your duties and responsibilities will be to:

* *Create and promote marketing campaigns on different platforms to attract job seekers in the healthcare and education sectors.*
* *Demonstrate strong knowledge of CHEART HnE;s policies, procedures, recruitment and training solutions, including normal ways of working, pay rates, and opportunities for professional development.*
* *Model and proactively promote CHEART HnE’s culture and values of integrity, fairness, and respect.*
* *Plan and lead on promoting CHEART HnE’s recruitment solutions and training programmes at varying locations, including schools, universities, hospitals, and other settings.*
* *Support the design and distribution of advertising resources and materials such as promotional posters, flyers, and CHEART HnE’s social media pages.*
* *Carry out pre-employment screenings and onboarding procedures of all candidate workers, including right to work checks.*
* *Safely handle, store, and protect worker’s data, according to CHEART HnE’s Data Protection and Privacy policy.*
* *Ensure health and safety by always following CHEART HnE’s health and safety policies and procedures.*
* *Build positive and efficient working relationships with partner organisations.*
* *Make arrangements and prepare workers for interviews and inform them of respective outcomes.*
* *Demonstrate knowledge and attention to detail in assessing workers’ suitability for target vacancies advertised by partner organisations.*
* *Demonstrate professional attitude, behaviour, and conduct, at all times, in person, or any other context for communication or interaction with workers, partner organisations, or any other stakeholder.*

**Person specification**

We welcome applications from motivated, confident, caring, and hardworking individuals. In addition to these, candidates must have:

* A degree (**preferred** and ideally Business or Marketing-related, but **not essential**)
* A UK level 3 qualification, or equivalent (**Required**)
* GCSE grade 4, or above, in Maths and **English (Required**)
* The right to work in the UK (**Required**)

**University students are welcome to apply.**

Skills, qualities, and competencies

Strong candidates are expected to:

* Have good communication skills
* Have good interpersonal skills
* Be confident and work independently
* Be organised, with good time management and planning skills
* Have the ability to work under pressure to meet deadlines and targets
* Good negotiating and critical thinking skills
* Have the ability to efficiently manage multiple tasks and targets
* Assiduous and exemplary punctuality
* Good planning skills
* Be creative and curious
* Demonstrate positive attitude and professional behaviour
* Be motivated and ambitious

**How you will be assessed.**

Shortlisted candidates will be offered an interview, which may include further tasks and activities to assess suitability for the role.

**Safeguarding**

*At CHEART HnE, we are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Candidates must agree to undertake health and safety training, safeguarding training, and pre-employment screening, including an enhanced check with the disclosure and barring service.*

**Equality and Diversity**

*Have you noticed that you have not been asked any questions about your race, gender, sexual orientation, ethnicity, or disability?*

*We are an equal opportunities organisation that is focused on supporting every individual in our local communities. Therefore, we proactively promote and encourage everyone to work with CHEART HnE, irrespective of your cultural, racial, sexual, gender identity.*

*Having an impairment of perceived disability has never meant that you cannot compete for well paid jobs and your dream professional career. Contact us and we will explain the ways CHEART HnE can help you change your life.*

**Enquiries**: *If you have any questions about this role or would like to discuss any other matters related to CHEART HnE’s recruitment and training services, please contact Mr Deon Biague at* [*Deon.biague@chearthne.co,uk*](mailto:Deon.biague@chearthne.co,uk)*, or by emailing your query to* [*admin@chearthne.co.uk*](mailto:admin@chearthne.co.uk)