

Job description

Job title	Recruitment Assistant
Department	Human Resources
Location	London, United Kingdom
Reporting to	Recruitment Business Partner
Responsible for	N/A
Liaison with	Human Resources Department New Business and Partnership (NBP) Department Programme Management Department Technical Department Country Programmes External and Internal Candidates Recruitment Agencies
Hours	Full time, 35 hours per week
Type of contract	Permanent

About Options

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

Main purpose of job

The Recruitment Assistant will support Options in the delivery of a comprehensive recruitment service in Options' countries of operation outside of the UK. Based within the global Human Resources department, the role will provide support in all appropriate aspects of HR related administration throughout the employee life cycle, with a focus on

recruitment, selection, and onboarding.

Key responsibilities of this role include but are not limited to: supporting the delivery of the organisational recruitment strategy through the sourcing and hiring of excellent candidates for programmes and bids, including building brand awareness for potential recruits through social media platforms (i.e. LinkedIn etc.), and supporting the Recruitment Business Partner in the proactive management of consultants and alumni in conjunction with New Business and Partnerships.

This position will also provide general administrative support to the wider HR function when required.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Support recruitment life cycle and on-boarding:

1. Perform recruitment duties such as reviewing and posting job advertisements online, longlisting candidates, scheduling interviews and updating calendars accordingly.
2. Screening candidates by performing background checks and verifying their qualifications and experience. This also includes conducting due diligence checks for candidates and contractors on the Dow Jones system.
3. Support the Recruitment Business Partner in the design and delivery of recruitment data and analytics, to inform and track progress and improve practice.
4. Ensure prompt and timely correspondence with shortlisted candidates on the recruitment status.
5. Contribute to the continuous improvement of our practices, policies, processes and systems, with a focus on exceptional user experience (Hiring Managers, candidates and colleagues).
6. Work closely with the Recruitment Business Partner and other HR Colleagues to maintain the consultant database and handle queries.
7. Collaborate with the Recruitment Business Partner and the Diversity, Equity and Inclusion (DEI) working group to enable Options to enhance best DEI practice in the recruitment process.
8. Train hiring managers and other colleagues to utilize the applicant tracking system. This includes one-on-one training as well as group workshops.
9. Support the Recruitment Business Partner in inducting new starters on the recruitment process for programmes and bids.
10. Support successful candidates during their on-boarding process. This includes setting up emails and coordinating their induction with line managers and departmental colleagues.
11. With the support of the Recruitment Business Partner and Regional HR Advisor, maintain and update HR trackers, including recruitment and compliance trackers.
12. Follow-up with new starters on the completion of mandatory online trainings and the signing of mandatory policies, being on hand to support the Regional HR Advisor with queries regarding these.
13. Compile list of starters and leavers and send it to Office Manager on a monthly basis.
14. Join interview panels when requested.

15. Contribute to HR related initiatives and projects as required.

16. Attend meetings and take notes as required.

Other duties:

17. In the absence of HR team members provide cover/assistance as appropriate.

18. As and when required support other departments in the business with appropriate level administrative support.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Secondary degree education	✓	
Professional qualification in HR or recruitment		✓
Experience		
Office experience in an administrative and logistical support position in a busy HR office environment	✓	
Experience of recruitment and selection processes in the UK and overseas.	✓	
Experience of use of ATS, HRIS and database	✓	
Experience of working in the NGO or development sector		✓
Skills and attributes		
Strong administration and organisational skills, good time management and attention to detail	✓	
Confidence in communicating with internal staff and external candidates	✓	
Ability to prioritise, work under pressure and to meet strict deadlines	✓	
Able to get along with others and be a team-player	✓	
Highly proficient in the use of MS Office and social media (Twitter, LinkedIn, etc.)	✓	
Excellent verbal and written communication skills	✓	
Able to maintain confidentiality and gain the confidence of others	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	

A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	
Fluency in written and spoken French		✓