

## Recruitment Officer (Graduate team)

### About us

At least half a million children in England don't have a safe or stable home. These children and their families face some of the worst life chances, but we know that great social work has the power to change this. That's why [Frontline](#) was set up as a social work charity in 2013. We recruit and develop outstanding individuals to be social workers and leaders to transform the lives of the most vulnerable children and families. We also develop first line managers through [Firstline](#), our leadership programme for those directly managing practitioners. The [Frontline Fellowship](#) is a movement of outstanding individuals who are applying themselves to address social disadvantage in different ways, and who have completed one of our programmes.

We are striving to achieve a culture of [freedom and responsibility](#), an organisation with less bureaucracy, increasingly talented people, fewer rules, more autonomy, crystal clear expectations, lots of constructive feedback, and deeply responsible colleagues. But to become this outstanding organisation, we need to both let go of control and expect much more of one another. If we can manage this feat, you will be surrounded by a team who can solve problems, speak with candour, communicate expectations and give one another the space and support to achieve fantastic results for children and families.

### Commitment to diversity and inclusion

To achieve our mission, we need a diverse workforce. Our employees come from a range of backgrounds and with various expertise. Although not formally required, Frontline completes [gender pay analysis](#), which demonstrates our commitment to our employees and highlights that our approach to pay and reward is fair irrespective of gender.

We are committed to taking an inclusive approach to recruitment. We use a system called [Applied](#) for all of our recruitment, which takes out bias in the selection process by anonymising applications. We ask for a CV but will only use it at the interview stage and not to shortlist. We promote diversity and inclusion at Frontline through our diversity and inclusion working group and by providing unconscious bias training to all employees.

To support wellbeing, we encourage flexible working. All employees work around core hours between 10.00am – 4.30pm, giving you flexibility in your schedule. We also encourage working from home at least one day a week. Our employee-led wellbeing action group helps drive initiatives across the organisation to support employee wellbeing, such as employees delivering sessions on goal-setting, financial wellbeing and body positivity.

Frontline are committed to recruiting a diverse group of prospective social workers who reflect the communities they serve. We are particularly interested to receive applications from those who understand the barriers faced by one or more of the different groups who are under-represented in our cohort: males, those from ethnic minority backgrounds, those with disabilities. As a result, the team will be better equipped to bring in a diverse group of applicants and share unique perspectives internally as we manage applicant experience.

### Application

Follow [this link](#) to apply for this position. Applications should be received no later than **11.59pm on Monday 1 July**. First round interviews will be held on 4 July and second round interviews on 11 July. If you have questions about this role, please contact, Grace Seller, Recruitment Manager at [grace.seller@thefrontline.org.uk](mailto:grace.seller@thefrontline.org.uk)

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## Job Description: Recruitment Officer (Graduate team)

**Reports to:** Recruitment Manager – Graduates  
**Start date:** ASAP  
**Location:** Manchester or Birmingham  
**Salary:** £27,000 plus competitive pension  
**Closing date:** 11.59pm on 1 July 2019

This is an exciting opportunity to work with the graduate team manager to set up and deliver a new graduate focused strategy. As Frontline continues to grow, we recognise the need to differentiate our recruitment approach to be more specific to the demographics of our applicants, tailoring our approach for students and graduates (recent and career changers). As the geographical spread of our programme increases, we also need to differentiate the approach in our regions, considering their local context.

This new team will therefore develop local knowledge and networks to increase awareness of the Frontline programme, in particular to graduates and career changers, presenting social work as a rewarding and prestigious profession. You will have ownership over specific regional areas in the country using your autonomy to plan and deliver events to ensure successful recruitment and placement of participants across our regions. You will work closely with the regional teams, who are responsible for programme organisation and delivery in the regions we operate in, and the undergraduate team to innovate, share best practice and work towards collective targets.

### Summary of responsibilities

As a recruitment officer within the graduate team you will:

#### Source individuals who have the potential to be excellent social workers to the programme

- Develop and implement a graduate recruitment strategy, raising brand awareness and increasing applications to support recruiting graduates and career changers, to regional local authorities.
- Explore innovative attraction methods, including localised advertising and marketing campaigns.
- Build positive relationships in your region with both regional teams and potential applicants.
- Manage a budget and develop a regional marketing campaign which portrays the programme as real and relatable to potential applicants.
- Contribute to diversity targets by sourcing individuals that represent the communities we serve.
- Acting as an enthusiastic, knowledgeable and professional advocate for Frontline and present social work as a challenging yet rewarding and prestigious job.
- Demonstrate willingness and curiosity to support the wider team in achieving its goals

#### Support the selection and candidate journey of individuals

- Take a hands-on role in screening and assessing applicants against the necessary skills and attributes required to be a Frontline participant.
  - Build strong relationships with applicants from particular regions, and support these applicants throughout the selection and onboarding process.
  - Employ appropriate approaches to engage and 'keep warm' candidates throughout the year to ensure offerees start the programme
  - Provide feedback to both successful and unsuccessful candidates.
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**Work with internal systems, evaluate information and construct detailed plans**

- Ensure maintenance of detailed records and databases to continuously evaluate and improve the graduate recruitment campaign.
- Construct detailed reports with accurate data which outline plans of action.
- Continuously reflect and evaluate pipelines to ensure we deliver effective use of resources.

**Support the recruitment team and wider organisation**

- Work with the team's culture of the freedom and responsibility
  - Contribute outside of the team in the wider organisation
  - Be involved with and support the different regional offices you are affiliated (Birmingham office and/or Manchester office)
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## Person Specification

### Values and alignment

- Prepared to work in line with our [values](#) of being brave, showing respect, pioneering, keeping curious and always keeping in mind that what matters most is what works. You should be able to role model these values in all that you do and expect these of colleagues you work with.
- Committed to creating a culture of [freedom and responsibility](#)
- A willingness and ability to be fully aligned to, and be an advocate for, Frontline's purpose and theory of change across all areas of work including a:
  - focus on having the highest standards for recruiting top talent into social work
  - approach to our Fellows (alumni) that celebrates, encourages and recognises individuals who are improving safety and stability for children whether they remain in social work or work outside of the profession
  - and a commitment that every child should have a safe and stable home and that this is best supported by social workers who work alongside families

### Experience, knowledge and skills

We are looking for someone who is passionate about turning ideas into action. You should have strong verbal communication skills, as well as experience of building successful relationships with organisations and individuals that will enable this new team to build a more tailored approach to recruitment. You'll be part of a team which will be working towards ambitious growth targets so will need experience managing your time, areas of work and outcomes. You will need strong written communication skills with the ability to produce detailed written reports which show a high level of analytical detail. You should have experience public speaking which will allow you to confidently deliver a range of events. While not essential, an advertising/marketing background or experiences which provide an insight into attracting candidates from different genders, ethnicities and faiths would be advantageous.

- Highly organised and detail-orientated, with proven ability to implement plans effectively
- Excellent inter-personal and influencing skills at all levels
- A team player, who is solution focused, willing to be hands on with sound problem-solving skills
- Outstanding written and verbal communication
- Sound analytical skills, including knowledge of Excel
- Proactive and open to innovation as the graduate team is established
- Resilient, with the ability to maintain a positive attitude in challenging situations
- Regularly evaluates own performance to build on strengths and identify areas to improve
- Ambition to continuously improve Frontline's graduate attraction strategy
- Self-motivated to work remotely, maintaining excellent relationships across teams
- Have localised knowledge, particularly of the Midlands region (Desired)

### The Commitment

- Some longer days (October-January) when attending events i.e. assessment centres/careers fairs
  - Occasional weekend work in support of recruitment events
  - There will be an expectation to travel to London to assess during the main assessment centre period (November – February) and monthly in addition to this
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## Requirements

- Right to work in the UK
  - Interest in and commitment to the Frontline programmes, mission and values
  - This post is subject to an enhanced police check of previous criminal convictions with the Disclosure and Barring Service (DBS)
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