



## Job Role

<b>JOB TITLE</b>	<b>In-House Recruitment Assistant</b>
<b>REPORTING TO</b>	Head of People & Values
<b>WORKING HOURS</b>	Working hours are 37.5 per week between 8am to 5pm (occasional weekend/evening work may be required to attend events).
<b>PLACE OF WORK</b>	Home based with occasional office working as required (some travel will be required).

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## About Original Cottages

We are a family owned, locally based team of fabulous people who aim to provide and support the best holiday cottages around England and Wales. Our customers are our homeowners, holiday makers and our colleagues, so exceptional customer service is at the heart of all we do. With ambitious plans for continued growth, this is an exciting time to join us.

We are truly values led, with a culture that we are proud of, enabling our team members to have fulfilling career paths and opportunities for growth and development.

## Role summary

Responsible for delivering end-to-end hiring for any roles with the Original Cottages Family. You will liaise with line managers and lead the sourcing, screening, assessment activity day to day and ensure that roles are filled at pace with high calibre candidates. You will also be our company 'talent spotter' able to identify great people and take a wider view as to where they could fit in across the organisation.

The role would suit someone with energy and enthusiasm to take on a new challenge. It will be a mix of office and remote working, ideally you'll be based near one of our locations. You will have the opportunity to travel around a bit, but given that we are based in fantastic locations, that won't be a chore! This role will operate and offer support to all brands in the Original Cottages Family. You may be currently working in the recruitment or talent acquisition sector and want to grow and develop your career within an exciting and progressive organisation.

## Key responsibilities

### Recruitment

- Own the full lifecycle recruitment activities for all areas of the business, ensuring superior candidate experience

- Source and identify talent through traditional and non-traditional sourcing channels (identifying new sourcing channels and methods), while building and maintaining robust active and passive candidate pipelines
- Work with the team to manage hiring volume and headcount goals
- Update and post jobs, manage talent pools and incoming requests
- Devise the most appropriate attraction campaigns utilising online and local regional resources
- Grow and develop our employer brand - responsible for company profile on all recruiting platforms (Indeed, Glassdoor etc)
- Schedule interviews, and liaise with all parties including interview debriefs, and review assessments. Provide feedback on candidates and influence hiring decisions based on market knowledge
- Ensure all necessary selections tests (psychometric/verbal and numerical reasoning) are conducted in a timely and efficient way, with feedback available to recruiting managers
- Ensure 'Right to work in UK' and any other necessary checks take place as part of the recruitment process
- Partner with 3rd party suppliers to build awareness and incoming supply of candidates at competitive rates
- Identify and build a preferred supplier list of agencies, with term in place to support recruitment needs in all geographic regions
- Communicate proactively and in a timely manner with candidates, providing details on the selection process and Hiring Manager feedback
- Deliver a recruitment experience which ensures candidates are aware of our company values
- Deliver a positive candidate experience, regardless of the outcome, ensuring all candidates are treated with dignity and respect and left with a positive feeling about TOCC
- Support the Head of People & Values and wider team with projects and administration where appropriate.

### Responsibilities for everyone in the Original Cottages Family

- Support and promote the company's purpose, vision and values, using them to underpin your working practice
- Work collaboratively, constructively and courteously with your immediate team and colleagues across the business
- Use IT systems and equipment effectively, in line with company policy and agreed best practice
- Adhere to all relevant workplace regulations, policies and procedures, including those relating to equality and diversity, health and safety and data protection
- Undertake any other tasks that may reasonably be requested, including contributing to business projects

## Our perfect candidate...

### Experience & knowledge

Essential	Desirable
You will have experience of recruitment, either in a specialist role or as part of a wider function	In depth knowledge of direct sourcing and candidate attraction methods
You will ideally have some knowledge around recruitment and employment legislation, an understanding of GDPR and Right	Previous industry experience is desirable but not essential

to work in the UK regulations - together with other recruitment checks and balances	
Strong administration experience	Knowledge of HR arena

### Skills

Essential	Desirable
Confident communicator with the ability to respectfully challenge and be challenged	
Team player who enjoys working as part of a wider team	
Strong organisation and time management skills, able to set and re-define priorities within a fast-paced environment	
Excellent attention to detail	

### Qualifications

Essential	Desirable
Good standard of GCSE education	Business qualification (eg. CIPD) or studying towards

### Personal attributes

A true people person
Creative and full of ideas - you will be a fixer - love solving problems
Passion for people - intuitive, empathetic, loves matchmaking - we want our people to love what they do and working for us
Fun

## Key Performance Indicators - how we measure success...

- Effective pipeline of candidates
- Time to Hire KPI's
- Effectiveness of Hire KPI's (retention of new hires)
- Line Manager time on recruitment reduced
- Reduction in recruitment agency spend

## What's in it for you...

Besides working within a team of lovely people, who are professional and passionate about their roles, you will actually get a load of other great stuff too!!..

- Competitive salary
- Great hours of work, 37.5 hours a week Monday to Friday.

- 22 days holiday a year (plus bank holidays) and nobody works on their birthday!
- The longer you work with us then the better holiday and conditions you receive – we value longevity and loyalty.
- Company contributory pension scheme.
- Great career opportunities within our steadily growing company, for further advancement into any part of the business – promoting from within is a major part of our philosophy and values.
- We truly live by our values, you will be part of ‘the family’, will be fully supported, challenged and valued.
- Great Learning & Development opportunities.
- Loads of opportunities for fun!

## **Interested? This is how to apply...**

Please send a CV and covering letter (this is important to us) with a little bit about you and why the job appeals to you. This should be addressed to Suzanne Light-Wing Smith and sent to:

**[jobs@originalcottages.co.uk](mailto:jobs@originalcottages.co.uk)**

The closing date is Wednesday 30th June 2021 but don't delay as we encourage early applications.

We look forward to hearing from you soon.