

# Apprentice Recruitment Coordinator

**Grade**  
**H**

**Contract Type**  
**Homeworker 1**

Director of Human Resources



Head of HR & LD



Talent & Resourcing Business Partner



Apprentice Recruitment Coordinator

Department

Human Resources → Recruitment

## Role Overview

Support the end-to-end recruitment process across the Group.

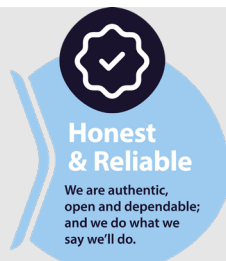
Gain practical experience in candidate attraction, selection and onboarding while learn how recruitment contributes to delivering a high-quality customer service to our customers and building strong, diverse teams.

Works closely with hiring managers, candidates and colleagues to ensure all applicants have a positive experience.

## RESPONSIBILITIES

- Support managers in the drafting of job adverts and role profiles for posting on job boards, social media and internal platforms.
- Support proactive sourcing of candidates for hard-to-fill roles.
- Support Managers with the shortlisting of applications in line with an agreed criteria to ensure the best talent is selected through on their skills, experience, values, and behaviours, in line with the YHG way.
- Assist with the scheduling of interviews and pre-employment checks, communicating with candidates professionally throughout the process.
- Respond to general recruitment queries and undertake recruitment related administration.
- Contribute to improvements projects as identified, such as new process/system development.
- Work in close partnership with the HR Services team to enable successful candidates a seamless progression through to onboarding
- Support the Hay role evaluation process.
- Assist with the collection and analysis of internal and external data such as recruitment related figures and external benchmarking
- Support a range of talent management processes such as benchmarking
- Advocate for ED&I, ensuring resourcing, candidate attraction and all interview stages are always inclusive.
- Undertake additional duties appropriate to the role and/or grade.

## Our values



## STRENGTHS

- Ability and confidence to communicate with a wide range of stakeholders
- Ability to work with sensitive and confidential information
- Initiative and problem-solving skills
- Excellent customer service skills
- Able to follow instruction, and a willingness to learn new tasks
- Takes responsibility for own development
- Ability to multi-task, and maintain accuracy and attention to detail

## ESSENTIAL REQUIREMENTS

- A genuine interest in Recruitment & HR
- A positive attitude and willingness to learn
- Aligned with the Values of the YHG
- Motivated when working individually and as part of a wider team
- Able to prioritise tasks and manage time effectively
- Willingness to commit to achieving the NVQ level 3 Recruitment Qualification
- An interest in employment law
- Good level of writing skills (GCSE level 4 preferable)
- Good level of IT skills, knowledge of Word and Excel

## BENEFICIAL TO THE ROLE

- Access to a vehicle to travel when required
- Experience of working within a regulated environment
- Knowledge or experience of working within Recruitment or Talent Acquisition
- An interest in working in the Housing Sector

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