

Role Description

Role Title: Recruitment Officer

Date this version: January 2019

Accountable to: Head of HR

Team summary:

The HR team is committed to the attraction and retention of a high performing workforce that delivers for the isolated communities we serve. We do this by developing a supportive and encouraging environment, building on talent, and through strong relationship management.

Job summary & purpose:

The Recruitment Officer has a specific remit to attract and engage with candidates for overseas service. The role, though based in Folkestone, is largely outward focused with a strong emphasis on the organisation of recruitment events, attendance at Christian festivals and relationship management with individuals, Christian Colleges and Unions. The role, in addition to longer term goal setting and planning holds responsibility for associated tasks of developing and maintaining resources, web pages, social media, advertising and candidate management systems, logistics and administration. The role requires the individual to demonstrate significant initiative and follow through from planning to delivery and has significant responsibility for the success of MAF UK overseas staff recruitment.

Key Responsibilities:

1. To lead on the attraction and recruitment processes of overseas staff

- Organising and attending agreed recruitment events including 'Recruitment Roadshows', Christian festivals and conferences
- Establish and expand MAF UK's networks and relationships with targeted Christian colleges, Christian student unions, military fellowships and organise regular visits to represent MAF and speak about recruitment needs. Organise for selected speakers to attend as necessary
- To maintain and develop MAF UK's – recruitment marketing activities to enable the recruitment of overseas mission staff. This will include;
 - Advertising vacancies, assessing results, recommending improvements.
 - Maintaining and developing the recruitment content on MAF UK's web site and a range of social networking channels
 - Developing online and offline recruitment resources such as videos, blogs, images, leaflets, posters etc
 - Working with a wide variety of teams, e.g. Support Raising, MAF in the Community (MiC), PR, Communications, Digital, Donor Development, to ensure that the recruitment message is included in MAF UK communication activities on and offline, and at events
 - Liaise with the HR Manager and Support Raising and Training manager as required

- Contribute to the development of the overseas staff recruitment strategy with the HR Team
- Develop and agree with the Head of HR the annual overseas staff recruitment plan.
- Develop and manage the HR online 'Enquirers Journey'
- Relationship management with a portfolio of registered enquirers and target organisations
- To provide cover for overseas mission staff onboarding and pre-field preparation activity in the absence of the HR Manager
- Administration and data entry of relevant candidate information into the Applicant Tracking System and/or pipeline
- Work in collaboration with the HR Officer -UK Recruitment and Learning to ensure appropriate alignment between UK and Overseas recruitment resources.

2. New recruitment initiatives

- Administer recruitment to the Low Time Pilot and Engineering Training Schemes, as agreed with HHR and HRM, including marketing schemes, recruitment and selection activities, and liaising with relevant colleagues on appointment of trainees, as well as monitoring trainees throughout their journey

3. Reporting and Administration

- Provide administrative support to the Head of HR (HHR) and HR Manager (HRM) in the delivery and implementation of an efficient recruitment process for overseas candidates including; organising informal meetings and interviews, liaising as required with MAFI, ensuring tracking processes are maintained using Applicant Tracking System and pipeline documents
- Management of the 'HR' email account and follow up correspondence with initial overseas staff enquirers including sending out applicant packs
- Assisting with the collation of annual recruitment feedback

4. Media

- Working with the Communications Team, create and deliver innovative digital and social media content and campaigns that increase awareness of international recruitment need and activities
- Working in collaboration with the Marketing and Communications Teams and approval of the HHR/HRM ensure creative and 'catchy' paid advertisements and editorial pieces are placed in agreed publications

5. Professional membership

- To maintain and develop up to date knowledge of best practice in recruitment and relevant employment legislation, Christian mission, and to share updates with the HR Manager and Head of HR as appropriate
- To model self-leadership through continual professional development

6. Travel

This role involves regular travel within the United Kingdom including up to 12 weekends a year and potential overnight stays during the week.

All staff are expected to be flexible and from time to time undertake additional tasks and responsibilities as may be reasonably expected.

Dimension and Limits of Authority:

- Decision making within agreed parameters
- Responsible for adherence to legislation and good practice principles in all areas of responsibility.

Tasks common to all staff:

1. To role model organisational values and beliefs and contribute to the shared spiritual life of MAF UK as a unique Christian mission. This will include attendance and participation in corporate times of biblical reflection and corporate prayer.
2. To participate in agreed matrix programme and project teams, contributing skills and expertise to required timescales from the appropriate programme leader.
3. To keep your line manager informed of all relevant information in a timely manner.
4. To comply with statutory requirements for handling personal and sensitive data.
5. To abide by Safeguarding and Conduct Policies, and all other MAF UK policies provided on the Intranet.

Christian values, beliefs and ethos of MAF UK:

As a Christian mission, MAF UK maintains a genuine occupational requirement that all staff be active Christians involved in a local Church. Staff are expected to share in the values and beliefs of the organisation, as described in the mission, purpose, values and beliefs statements. All staff are required to support and actively demonstrate the Christian values of the organisation and to take part in organisation activities such as staff meetings, prayer meetings, and away days.

PERSON SPECIFICATION		
Recruitment Officer		
	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> • Educated to degree or equivalent standard • Recruitment training (e.g. Employee Resourcing, Talent Planning, Recruitment using Social Media Certificate) 	<ul style="list-style-type: none"> • CIPD Qualified • Bible college training
Experience	<ul style="list-style-type: none"> • Experience in recruitment marketing including a working knowledge of using on and offline advertising, digital and social media tools to increase awareness of recruitment needs • Experience handling multiple tasks to set deadlines • Experience in relationship and project management • Proven experience of managing email communications • Experience of using Microsoft applications and Applicant Tracking Systems 	<ul style="list-style-type: none"> • Experience of working in a Christian organisation or charity environment • Experience of, or proven interest in mission, international development and aviation • Experience of public speaking
Skills/ abilities	<ul style="list-style-type: none"> • Ability to work cross functionally and build effective relationships with people at all levels • Technically skilled to enable effective use and development of online tools and offline media for communicating recruitment needs • A proven ability to develop high quality, creative, digital and print communications • Ability to work as part of a team to achieve identified objectives, and to work on own initiative to move activities and projects forward • Ability to present and communicate clearly, effectively, assertively, and diplomatically at all levels, internally and externally – an influencer • Able to manage and complete projects according to established deadlines • Ability to think laterally and to take a problem-solving approach 	
Personal attributes	<ul style="list-style-type: none"> • Committed and mature evangelical Christian, able to demonstrate understanding and acceptance of the Statement of Faith and willing to proactively take part in MAF events and meetings e.g. prayer meetings, away days etc. Able to describe these beliefs and values to others to represent MAF as a Christian mission organisation • Excellent interpersonal skills with a service orientation • Demonstrates initiative and self-starter • Emotional resourcefulness • Organised, with attention to detail and works to high standards • Discreet with confidential and sensitive information • Flexibility towards others and circumstances • Willingness to travel within the UK and overseas and able to represent MAF UK professionally • A clean full UK driver's license 	

Summary of Terms and Conditions

Job Title: Recruitment Officer

Job location: MAF UK, Castle Hill Avenue; Folkestone; Kent CT20 2TN

Terms:

- **Hours:** At least 36 hours per week with a one-hour unpaid lunch break each day. Hours agreed with line manager according to the flexible working policy. Flexibility is expected by all staff in the hours of work, but this role involves regular unsociable hours, weekend work, travel within the UK and occasional international travel
- **Leave:** Annual leave entitlement of 22 days per year
Additional days for Christmas/New Year office closure
Eight paid public holidays per year.
- **Pension:** Non-contributory pension scheme (10%) salary.

Probationary and notice period

- 6-month probation period with mid-term review
- 3-month notice period