

Job Title: Head of Recruitment
Reporting to: Recruitment and Marketing Director
Location: London
Contract Type: Permanent

About Police Now

Our mission is to transform communities, reduce crime and increase the public's confidence in policing, by recruiting and developing outstanding and diverse individuals to be leaders in society and on the policing frontline. We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without residents being fearful of crime and feel confident in the police service.

Launched in 2014, Police Now trains graduates with leadership potential to be inspirational police officers and outstanding crime fighters. Police Now is a start-up enterprise, and as such we are looking for individuals to join the team who have an entrepreneurial, flexible style and will contribute effectively to the creation and leadership of this new organisation.

Our values

Everything we do reflects our values.

- Believe
- Achieve
- Develop

For more information on the work we do and our values please visit www.policenow.org.uk.

Who are we looking for?

Police Now is looking for a Head of Recruitment, who will ensure that we have a slick, efficient robust process for pipeline management of talented and diverse individuals committed to our mission of community transformation. This role leads the recruitment side of the team, including the allocation of work, innovation through enhancements to ways of working, as well as coaching members of the team. The role will cover the recruitment process from application through to the start of the training programmes.

Having our mission and values at heart, you will drive to hit ambitious targets and to ensure Police Now delivers in excess of 500 quality hires in a number of regions across England and Wales. You will feel comfortable operating in an environment characterised by high levels of volatility, uncertainty, complexity and ambiguity.

You will be flexible to competing demands whilst also overseeing all elements of the recruitment process, from candidate pipeline management to ensuring optimal service delivery for all pre-offer activity including candidate screening, candidate processing, video interview scheduling and assessment centre delivery. A typical week may include meeting with the team for pipeline reviews, management and escalations and to allocate and manage weekly targets, meeting with external provider(s) to manage their service delivery and understanding and being able to run ATS reporting.

We are looking for an individual who as well as being a strong recruiter, has significant experience of completing graduate recruitment at high volume. You will be a strong team-

player and effective communicator, who brings others along with them. You will need to have a results-driven attitude and a drive to exceed ambitious targets, managing a varied workload.

What you'll do

Recruitment

- Overseeing the recruitment for all Police Now's programmes
- Managing and inspiring a high-performing and engaged team
- Leading on early identification of any challenges which may impact achieving graduate targets and support in providing resolutions
- Supporting the team to take an individual candidate approach so that candidates feel supported throughout the recruitment process
- Supporting the team with any operational queries, and act as subject matter expert for the recruitment practices and processes
- Reporting on weekly screening and interview scheduling activities to identify if enough candidates are progressing and what amendments could be made to the process to progress candidates more effectively
- Running Assessment Centres and offers, and cover AC Managers when required
- Undertaking graduate hire coordination and administration duties when resource requires this. This involves pre-selection, selection and on-boarding activities

Innovation

- Supporting the Director of Recruitment and Marketing in introducing new ways of working and monitor the implementation of changes
- Working across the Recruitment and Marketing management team for future-focused innovative projects to help deliver talent, diversity, innovation and impact.
- Having diversity and inclusion in the heart of all you do, contributing to the ideas and delivery of our strategy to hire outstanding and diverse individuals.

Collaborative activity

- Creating and ensuring a brilliant force strategy to build relationships and trust, meeting regularly with the Head of Force Partnerships to provide a review of pipeline, suggested changes to process and variations on ways of working to achieve pipeline completion
- Contributing to the delivery and development of the wider organisation as a member of the Senior Leadership Team - engaging with a range of internal and external stakeholders
- Working closely with the Head of Marketing to ensure candidate attraction activity is building pipelines as and when needed, and team resource requirements for recruitment marketing activities are met

What we need from you

- Extensive experience of volume recruitment, specifically including managing candidates within a pipeline and ideally within student recruitment
- Experience working in an environment characterised by a high degree of uncertainty and volatility
- Strong administration capability, ability to work with intricate processes such as pipeline instructions and to act as a role model in organisational skills
- Experience working with data and producing management information, including ATS knowledge and experience

- Outstanding stakeholder engagement capability and a service-oriented mindset, including working to KPIs and within SLAs
- Working with and relationship management of external providers
- Strong people management skills and had experience of managing recruitment teams, with an interest in developing people
- Ability to demonstrate successful track record of process improvements and best use of technology
- A graduate level degree or equivalent level qualification

What you'll get from us:

- An opportunity to work at a true start up and to make a real impact
- Be a part of a society-defining organisation and change the way that the most challenged communities across the country interact with the police
- A great team passionately working to build the next generation of leaders, both inside and outside of policing
- A buzzing office located in Moorgate in Central London
- Salary of £50,000 to £57,000 dependent on experience
- Police Now's core benefits package including 27 days holiday per annum and participation in a pension scheme (with 5% employer contributions).

Note: This job description is issued as a guideline to assist you in your duties, it is not exhaustive and we would be pleased to discuss any constructive comments you may have. Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the charity.

Note: Applicants must provide a copy of their CV and a covering letter, detailing their salary expectations and current notice period.