

Job Title: Graduate Recruitment Officer

Location: London

Reporting to: Head of Graduate Recruitment

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.

Launched in 2014, Police Now (PN) trains graduates with leadership potential to be inspirational police officers and outstanding crime fighters. We are a start-up enterprise and 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. For more information on the work we do please visit www.policenow.org.uk.

Our values

Everything we do reflects our values.

- Believe
- Achieve
- Develop

Graduate Recruitment Officer

Police Now is looking for a Graduate Recruitment Officer, who will be on the front line ensuring that Police Now has a pipeline of talented and diverse individuals committed to our mission of community transformation. The role will cover the full recruitment lifecycle from attraction through to onboarding. This team has won over 20 Recruitment and Marketing awards and recently launched a market leading selection process for its candidates so it's an exciting time to join.

Having our mission and values (Believe, Achieve and Deliver) at heart, you will drive to hit ambitious targets and to ensure Police Now delivers approximately 350 quality hires in a number of regions across England and Wales. Using a proactive approach, you'll target and compel talented individuals to apply to the Police Now Graduate Programme.

We are looking for individuals with a successful track record in early careers recruitment. We need people who have a results-driven attitude and a drive to exceed ambitious targets. We want charismatic candidates with exceptional relationship-building skills, excellent persuasive communication, confident presentation skills, a can do attitude and find it easy to work well in a close knit team. You must possess the ability to plan and deliver events, manage a varied workload and have an unwavering sense of possibility.

Working in a team, the successful candidate will ensure the recruitment of high calibre candidates in the most professional, effective way. You will jointly oversee and manage the recruitment systems and hold an instrumental role in future development planning. The role encapsulates the day-to-day operations of the recruitment process from reviewing candidate applications, delivering assessment centres to being a credible host at our campus events.

What You'll Do

Client management

- You will have your own partner police forces. You will need to build strong and effective relationships with HR/recruitment representatives from these forces so that hires progress through ours and their selection stages efficiently and with care
- Proactively manage candidate pipelines so you are driving recruitment and delivery of the target hires for your forces and across our programme
- Co-ordinate the post offer and on-boarding process
- Ensure that your forces are delivering on their commitments such as having good representation of their graduates at our events

Support the candidate selection process

- Be the go to person for candidates for your forces, ensuring you deliver a highly credible, inspiring and insightful service
- Have impeccable attention to detail whilst screening applications and great attraction skills when replying to queries in our busy email inbox
- Contribute to the smooth running of all aspects and logistics of our assessment centres so that candidates have a slick and strong candidate experience
- Make all offers and declines to candidates for your forces ensuring messaging is on brand, aligned to the team and powerful so they are left inspired and informed
- Use excellent persuasive, compelling techniques and relationship management skills and maintain an exceptional standard of customer service at all stages of the candidate journey

Organise and/or attend campus events

- Represent Police Now and present at schools and universities as and when required as well as presenting and facilitating at recruitment and training events
- Have 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

Develop and deliver a suite of creative and insightful business reports according to Police Now's recruitment targets

- Using the Applicant Tracking System, report both regularly and on an ad-hoc by request basis on various targets and information
- Analyse progress towards objectives and targets using reports and recommend actions in order to keep to and exceed expectations

Other Responsibilities

- Work on key aspects of the recruitment process including systems management, reporting and answering ad-hoc candidate queries
- Any other ad-hoc duties and projects

What You'll Need

- Proven graduate recruitment experience and a strong understanding of the university student through to graduate cycle
- Detailed awareness of key graduate recruitment market place issues and ability to communicate these succinctly
- Proven background in managing high volume candidate pipelines
- Experience of managing senior level stakeholders and able to build strong relationships
- A self-starter who is results-driven and confident with a drive to exceed ambitious targets
- A good team player who is willing to take the lead on projects and also has the ability to work under their own initiative to meet deadlines
- Impeccable attention to detail and the ability to solve problems independently and implement solutions quickly
- Flexible to deal with unexpected situations or last-minute changes
- Great judgement - able to demonstrate sound decision making
- Strong organisational and administration skills - demonstrates the ability to balance multiple priorities and manage a varied workload
- Excellent persuasive communication skills to compel individual candidates on a one-to-one basis
- Able to articulate challenging messages and identify when to escalate to the appropriate level
- Proficiency in Microsoft Office, can quickly grasp other technical systems and previous competent use of applicant tracking systems
- Ability to go the extra mile and thrive in a busy environment - availability to work some evenings and be available to travel as necessary
- Ideally experience of people managing junior recruiters and/or support staff

What you'll get from us

- The opportunity to work at a charity that is fast-paced, responsive to change and made up of people who truly believe in what they are doing and who want to contribute to positive change
- Be part of a society-defining organisation, make a difference and change the lives of people in the most challenged communities in the country through how they interact with the police
- A great team passionately working to build the next generation of leaders inside and outside policing
- A bright, airy, modern and buzzing office in Moorgate, Central London
- Competitive salary
- Police Now's core benefits package includes 27 days holiday and participation in a pension scheme

Please note

This job description is issued as a guideline. It is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Due to 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 organisation.