

SERVICES FOR INDEPENDENT LIVING

JOB DESCRIPTION

Job Title:	Recruitment Officer
Reports to:	Head of HR
Location:	SIL offices
Hours:	30 hours per week
Salary:	£21,730.80 (£13.93 per hour)

Services for Independent Living is a Voluntary Organisation led by disabled people. Our aim is to provide a comprehensive range of services that support people to live independently within their own home and community.

Position in Organisation

The Recruitment Officer plays a key role in ensuring SIL attracts, sources, and selects high-quality candidates who share our commitment to person-centred support. The postholder will manage the full recruitment lifecycle, support workforce planning, and deliver an exceptional candidate experience while ensuring compliance with safer recruitment standards.

The post holder must show clear commitment to the SIL guiding principles:
Partnership; Respect; Innovation; Diversity; Equality; Strength based

Principal Accountabilities

The Recruitment Officer is responsible for managing the full recruitment lifecycle to ensure SIL attracts high-quality, values-aligned staff. This includes sourcing and engaging candidates, coordinating selection processes, ensuring safer recruitment compliance, and delivering a positive candidate experience. Working closely with managers and HR colleagues, the postholder supports workforce planning, oversees pre-employment checks and onboarding, maintains accurate records, and contributes to continuous improvement of recruitment practices in line with SIL's principles of partnership, respect, innovation, diversity, equality, and strength-based working.

Recruitment & Selection

- Manage end-to-end recruitment processes for support workers, administrative staff, and specialist roles.
- Draft compelling job adverts and role profiles aligned with SIL values.
- Advertise vacancies across appropriate platforms, including job boards, social media, and local networks.
- Conduct initial screening, shortlist candidates, and arrange interviews or assessment activities.
- Participate in interviews where required and support hiring managers in decision-making.
- Ensure all recruitment activity complies with safer recruitment and safeguarding standards.

Candidate Experience

- Build and maintain talent pipelines for high-volume and hard-to-fill roles.
- Maintain regular communication with candidates throughout the process.
- Provide timely feedback and ensure a positive, inclusive candidate journey.
- Organise recruitment events, open days, and outreach activities.

Compliance & Onboarding

- Carry out all pre-employment checks, including right-to-work, DBS, references, and training records.
- Work with HR colleagues to ensure seamless onboarding and induction for new starters.
- Maintain accurate recruitment records and ensure GDPR compliance.

Collaboration

- Work closely with service managers to understand staffing needs and recruitment challenges.
- Support workforce planning activities by providing recruitment insights and analytics.
- Advise managers on best practice recruitment methods and interviewing techniques.

Continuous Improvement

- Monitor recruitment KPIs and use data to drive improvements.
- Proactively identify new sourcing channels, partnerships, and community engagement opportunities.
- Support development of recruitment campaigns that reflect SIL values and commitment to equality, diversity, and inclusion.

Working with others

- Work as part of SIL to provide an efficient and effective service for older vulnerable people and their families

Essential

- Demonstratable knowledge of Recruitment
- Experience in a previous Recruitment
- Ability to develop and implement Recruitment strategies
- Strong communication skills
- Ability to form positive working relationships with staff at all levels
- Experience in implementing Recruitment related policies

Desirable

- Experience of working in the 3rd/voluntary sector or social care
- Knowledge of healthcare and/or social care legislation and requirements

This post is conditional to an Enhanced and Barring Service (DBS) Check.

These duties may vary from time to time without alteration to the general character of the post or level of responsibility entailed. It is expected therefore that the post holder will undertake any other duties commensurate with the grading of the post and allocated by the Head of HR.

The post holder must show clear commitment to **SIL's guiding principles**:

- Partnership
- Respect
- Innovation
- Diversity
- Equality
- Strength-based

PERSON SPECIFICATION

Job Title: Recruitment Officer

Criteria	Essential	Desirable	Evidenced by:
Education & Knowledge	<ul style="list-style-type: none"> Evidence of a good general education including GCSE mathematics and English above grade C or equivalent 	<ul style="list-style-type: none"> Recruitment degree or similar 	Application Form and certificates
Skills	<ul style="list-style-type: none"> Intermediate working knowledge of Microsoft Word, Excel and Outlook Excellent communication skills both oral and written Good organisational skills Able to manage time effectively and work independently 		Computer Test Application Form & Interview / refs Application Form & Interview / refs Application Form & Interview / refs
Experience	<ul style="list-style-type: none"> Experience managing high-volume recruitment processes, including screening, shortlisting and coordinating interview schedules. Experience delivering fair and consistent candidate assessment, including CV screening, competency-based interviews, and selection tests. Demonstrated ability to source candidates proactively, using platforms such as job boards, LinkedIn, social media, talent pools and referral schemes. 		Application Form & Interview Application Form & Interview Application Form & Interview

	<ul style="list-style-type: none"> • Experience using Applicant Tracking Systems • Proven experience in end-to-end recruitment across multiple role types 		<p>Application Form</p> <p>Application Form & Interview</p>
Personal	<ul style="list-style-type: none"> • Respect for others and acting with integrity are important values to you • Self-motivated; able to use initiative and still work collaboratively • Understanding the importance of being accountable for own performance and behaviour • Team Player • Friendly, tactful and calm 		<p>Application Form & Interview</p> <p>Application Form & Interview</p> <p>Application Form & Interview / refs</p> <p>Application Form & Interview / refs</p> <p>Application Form & Interview / refs</p>