

Executive Recruitment Consultant

About Eastside People

We are a community of experienced professionals from diverse industries & backgrounds focused on helping not-for-profits build the capacity & impact of their organisations. We do this by providing consultancy and executive recruitment services across the not-for-profit sector.

Eastside People's recruitment arm offers specialist interim, executive recruitment and search services to the not-for-profit sector. We are dedicated to supporting the charity sector to recruit the best candidates at a senior level, thereby strengthening leadership teams and increasing the capacity and effectiveness of social sector organisations. We provide a values-driven inclusive service where the experience of both our clients and candidates is a top priority, alongside delivering outstanding results.

We recruit to roles on an interim, permanent and board basis. Typical roles include CEO, Director, Head of, Chair, Treasurer and Trustee.

Summary

This role aims to support the growth of our recruitment service whilst also delivering the highest quality recruitment process to our charity clients. This is an excellent opportunity for an individual with proven, hands-on recruitment experience and a genuine interest in the charity sector who enjoys business development, taking full ownership of the recruitment process and developing strong relationships with hiring managers and candidates to work in a sector with genuine social values.

Headline Terms and Conditions

Hours: Full-time or 4 days a week

Pay: £48,000 to 52,000 (pro rata if 4 days)

Bonus: Up to 15% of salary in line with company scheme and performance

Location: The role is mostly home-based with team days at our office in London, Tanner St (SE1), every other Wednesday

Reports to: Deputy CEO

We offer 25 days annual leave plus bank holidays (pro rata if 4 days)

Main duties include

To generate new business and income:

- Actively promote Eastside People recruitment services in the marketplace.
- Work towards achieving business development KPIs and profit targets.
- Build strong client relationships, seeking opportunities to engage and develop projects with both new and existing clients.
- Produce tailored, effective proposals that respond to client needs.
- Contribute ideas to develop and enhance our service offer.
- Maintain data on pipeline opportunities and business information in Salesforce and SharePoint.

To deliver recruitment services:

- Identify, engage, and nurture top talent via various recruitment methods, including social media, executive search, and job boards.
- Own the end-to-end recruitment process including: liaising with and sharing knowledge and advice with clients/hiring managers, prioritising EDI, putting together engaging and accessible candidate information packs, compiling inclusive job ads and working to attract a diverse range of candidates, screening candidates, conducting interviews, producing longlists and presenting them to hiring managers as well as aftercare and providing feedback to candidates.
- Provide excellent customer service to our not-for-profit clients and nurture relationships with hiring managers.
- Offer expert advice and support to assist hiring managers in achieving their resourcing aims.
- Provide expert advice and support to candidates, harnessing candidate relationships and building networks with both active and passive candidates.
- Build and maintain pipelines of candidates for future opportunities.

- Track all candidate and interview activity and monitor candidate diversity using our ATS (currently Hireful).

General:

- Work with the Deputy CEO to ensure best practices in relation to quality assurance, recruitment processes, systems and compliance.
- Oversee the administration of live projects so that contracts and invoicing are in place, with support from our recruitment administrator.
- Build on own knowledge and experience, keeping abreast of recruitment related developments in the not-for-profit sector and recruitment generally.
- To be responsible for the production of Management Information as required.

Person Specification

Knowledge and experience:

- Knowledge of best practices in the following areas:
 - Candidate attraction and application methods
 - Values-based recruitment
 - Inclusive recruitment processes
- Experience and enthusiasm for business development and business growth
- Excellent relationship building and relationship management skills
- Recruitment and talent acquisition experience, ideally including Executive Search
- Full recruitment campaign management experience, including senior or specialist hires, ideally in the not-for-profit sector. This may be as a recruiter or as a hiring manager.
- Writing high quality, engaging, accessible and inclusive role information packs and recruitment advertisements.
- Experience of candidate generation and assessment through a variety of channels including job boards, social media, direct sourcing and referrals.
- Skilled in competency-based interviewing techniques.
- Knowledge of current employment legislation related to recruitment, including GDPR.
- Excellent communication (oral and written) and negotiation skills, with the ability to negotiate and influence at all levels.

Skills and approach:

- A genuine commitment and ideally knowledge of the not for profit sector.

- A passion for diversity and inclusion in all approaches.
- Ability to manage multiple projects simultaneously, keeping relevant stakeholders up to date through the process.
- Self-motivated, target driven and ability to work at pace.
- Highly attentive to client and candidate requirements with good attention to detail and quality in all tasks and interactions.
- Ease at networking, building relationships and championing the employer brand.
- Integrity and respect for confidentiality.
- Ability to work remotely and virtually and to prioritise workloads.

How to apply

To apply, please submit your CV and a cover letter. Please use the cover letter as an opportunity to add to the information you have shared in your CV, and ensure that you cover the following (max 3 pages):

- Why are you interested in this role and how is the position a good fit for your skills and approach?
- How do you ensure effective communication and collaboration with candidates and with hiring organisations throughout the recruitment process? Please provide a specific example to show your approach.
- What do you do when multiple searches/recruitment projects demand your attention at once? How do you prioritise effectively? Please provide a specific example to show your approach.
- Please give examples of your experience/knowledge concerning the skills and experience specified in the job description and person specification.

The closing date for applications is **Fri 14th March 2025**, and interviews will take place in the next couple of weeks thereafter.

If you would like a call to discuss the role in more detail, please email Bernice Rook to arrange a convenient time at bernice@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. We are happy to discuss any assistance or adjustments to make the application process work for you.

It's important that we have a range of experience and styles within our team, and we are especially keen to recruit staff with experiences that are currently underrepresented. If you are from a Black or Asian background, the LGBTQ community, a lower socioeconomic background or have a disability, we'd be especially keen to receive your application.

And finally, we understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.