

## JOB SPECIFICATION

# Staff Recruitment & Compliance Manager

## About the Role

The Staff Recruitment and Compliance Manager is responsible for managing an internal function to fulfil recruitment and compliance requirements for 600 seasonal positions working with children on our internal programmes, and 400 seasonal positions working with children via external contracts.

The people we recruit work with children, therefore we have a high-quality approach to every appointment. We need someone who can find, attract and retain energetic individuals who are the key to our success.

We are committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work, and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.

The Staff Recruitment and Compliance Manager is part of the organisation's management team with responsibility for organisation-wide decisions.

## Key Responsibilities

1. Recruit staff to work with children
  - a. Plan and manage pipelines for internal-programme and external-contract personnel
  - b. Work with the marketing team to create and deliver marketing and promotion campaigns and activities that ensure high numbers of relevant applicants
  - c. Meet internal-programme volume targets, and qualification and experience requirements
  - d. Maximise external contracts by fulfilling recruitment targets and schedules
2. Fulfil staff compliance requirements
  - a. Meet staff to child programme ratios so that safety, quality and other operational requirements are met
  - b. Manage budgets for programme wages, programme staff travel, accommodation and recruitment marketing
  - c. Ensure safeguarding requirements and standards are met throughout the recruitment and compliance process (you will be part of our Safeguarding Team)
  - d. Manage clearance, reference and suitability processing
  - e. Regularly review and update our compliance process, including our agreements with external agencies
  - f. Produce management information and reports
3. Manage the Staff Recruitment and Compliance Team
  - a. Line-manage Recruitment and Compliance personnel
  - b. Daily targets and performance measures
  - c. Team schedules
  - d. Budget management

## Conditions of Work

- Based at Sheffield Head Office and with some UK travel
- Office hours: 37.5 hours Mon-Fri within 8am-6pm
- Report directly to Chief Executive Officer
- Part of the Kings Foundation Management Team and Safeguarding Team
- Salary rate between £36k - £40k, plus generous benefits package

## Personal Specification

### Essential

- At least 2 years team management or supervision experience
- Mentoring or coaching experience
- Ability to problem-solve
- Willingness to take decisions
- High level of written and verbal communication
- Working knowledge of safeguarding
- Experience of working with budgets
- Fully supportive of the mission and values of the Kings Foundation

### Preferable

- At least 2 years recruitment experience, preferably within an education or sports provision setting
- Understanding of activity-camp and travel sectors

## About Us

Established in 1991, we are a UK registered charity with a vision of a world where children love being active, and we have a mission to get children active, having fun and learning together.

We are experts in using active games, sport and fun to connect with children at an early age and inspire them to adopt a healthy lifestyle.

From our founding vision and throughout our history we've lived out the Kings Factor - it's our DNA and it's an attitude and approach that reflects our values and our commitment to sport and child development. Programmes with the Kings Factor are: inclusive, active, progressive, safe and fun! People with the Kings Factor are: energetic, passionate, inspiring and fun! Organisations with the Kings Factor: get children active, having fun and learning together

We are a small team doing big things. We have a passion for our work and a desire to get more children active and adopting a healthy lifestyle by contributing to their physical, emotional and spiritual development.

We have 4 brands that individually speak to their specific target audiences but are united by our mission of getting children active, having fun and learning together.

1. Kings Active – our business to business brand
2. Kings Camps – our brand that connects with parents
3. Kings Recruit – our brand that connects with young people
4. Kings Volunteer – our brand that connects with international communities