

# JOB DESCRIPTION

## RECRUITMENT COORDINATOR



<b>Job title</b>	Recruitment Coordinator
<b>Reporting to</b>	Head of HR
<b>Job location</b>	Hybrid – Ipswich Office 2 days per week/Home-based
<b>Employment status</b>	Part-time (25hpw), Full-Time

### ABOUT US

The **DPO Centre group** is a multi-national data protection compliance consultancy formed in the UK in 2017. We have provided outsourced Data Protection Officers (DPO), privacy consultancy services, and GDPR Representatives to over 800 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands BV., together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Fundamental to our #OneTeam philosophy is our mission: "To inspire and develop one remarkable team that delivers the extraordinary". Contact with other members of our various national teams will be frequent, as will the opportunities for team social activities.

We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become an integral part of our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic, varied and challenging role within a structured team of like-minded and motivated professionals.

The data protection industry is rapidly evolving, and this role offers you have the chance to be involved in projects that encourage professional growth and innovation.

### OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walker, avid readers, ultra-runners, budding photographers and keen travellers amongst others. Our team comes from all corners of the world, including New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

## COMPENSATION

- £27,000 - £30,000 FTE per annum depending on experience + Benefits

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development

Additional benefits subject to scheme rules:

- Inclusion and Wellbeing Scheme, allowing bank holiday swap
- Buy and Sell holiday scheme
- Work from abroad scheme
- Enhanced Maternity and Paternity Pay

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://www.dpocentre.com)

## CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require a commercially focussed Recruitment Coordinator to take ownership of our end-to-end recruitment process. You would be required to implement the company's recruitment strategy and support the HR team whilst delivering an excellent candidate experience.

You will need to demonstrate experience in running concurrent and successful recruitment campaigns, especially in today's competitive job market. Excellent communication and organisational skills are crucial. You should also have the ability to prioritise your workload effectively and to work in a structured manner.

This role is based in our Ipswich office, with a balance of hybrid working.

## DUTIES AND RESPONSIBILITIES

- Using our established internal tools, develop a candidate outreach programme to deliver a steady flow of high-quality candidates for new and existing roles across the company
- Curate a candidate talent pool for our ongoing outreach recruitment campaigns
- Publish, promote and advertise each role via the various channels available
- Manage the entire recruitment lifecycle from creating job specifications, advertising roles, CV screening, shortlisting applicants to conducting first stage interviews, where appropriate
- Instrumental in the successful recruitment of the cohort for our Academy Programme, managing its specific recruitment plan, keeping to tight deadlines on this project and managing key stakeholders' expectations
- Support recruiting managers with arranging interviews with candidates quickly and efficiently
- Seamlessly communicate our values and culture and build strong relationships with candidates and the hiring team to deliver a first-class candidate recruitment process
- Assist in maintaining our recruitment applicant tracking system to ensure information remains up to date
- Provide weekly recruitment reports
- Attend external events in addition to organising our own attraction events to raise candidate awareness for our employment brand
- Use the latest social media tools to attract and engage with candidates
- Assist with other administrative duties that support the HR function and the wider team with its continuous improvement process

## PERSON SPECIFICATION

### Education and experience:

- CIPD level 3 or equivalent, experience and practical knowledge is more valued than educational qualifications
- A minimum of two years in a similar role

Ideally from a professional service-related environment with an understanding of data protection and compliance regulations

### Personal:

- An enthusiastic team player with a 'Can Do' approach and resilient attitude
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills

### Required skills:

- Able to maintain confidentiality and instil a sense of trustworthiness
- Adaptability to situations and able to remain calm in high pressure scenarios
- Excellent relationship building skills
- Excellent IT skills, including proficiency in the full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- Capable of working under pressure and managing multiple active priorities
- Excellent written, verbal and non-verbal communication skills

### **Advantageous skills**

- Knowledge of the GDPR and UK Data Protection Regulations
- Knowledge of SharePoint
- Working knowledge of LinkedIn Recruiter and VidCruiter

### **Career Progression**

Team Leader > Management

### **HOW TO APPLY**

Submit your interest by completing the application process via the link provided.

For any queries, please contact us at **[recruitment@dpocentre.com](mailto:recruitment@dpocentre.com)**

Click [here](#) to view our Recruitment Candidate Privacy Notice.