

# JOB DESCRIPTION

## RECRUITMENT COORDINATOR



<b>Job title</b>	Recruitment Coordinator
<b>Reporting to</b>	Head of HR
<b>Job location</b>	Hybrid – Ipswich/Homebased
<b>Employment status</b>	Permanent, Part Time (25hpw)

### 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 internal tools, develop a candidate outreach programme to deliver a steady flow of high-quality candidates for the many roles we are creating
- Curate a talent pool of candidates for our ongoing recruitment campaigns
- Publish, promote and advertise each role via the various channels available; including managing relationships with recruitment agencies
- Manage the recruitment lifecycle from creating job specifications, advertising roles, CV screening, shortlisting applicants and conducting first stage interviews where appropriate
- Support recruiting managers with arranging interviews with candidates quickly and efficiently
- 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, use the data to make improvements in processes where appropriate
- Providing an exceptional candidate experience
- Attending external as well as organising our own attraction events to raise candidate awareness on our employment brand
- Using the latest social media tools to attract and engage with candidates

- Assist with other administrative duties that support the HR function and its continuous improvement process as required.

### **Career progression**

- Management

## **SKILLS AND EXPERIENCE**

### **Education and experience:**

- CIPD level 3 or equivalent
- Experience and practical knowledge is more valued than educational qualifications

### **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

### **Experience**

- A minimum of 2 years in a similar position
- Ideally from a professional service-related environment with an understanding of data protection and compliance regulations

### **Required skills:**

- Able to maintain confidentiality, whilst instilling trustworthiness
- Adaptability whilst staying calm in high pressure scenarios
- Strong emotional intelligence in leadership, comprising of demonstrating empathy but remaining objective
- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- The ability to work under pressure and juggle 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

## COMPENSATION & BENEFITS

- £27,000 - £30,000 FTE per annum depending on experience
- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and Electric Vehicle schemes
- Holiday Buy Scheme
- Working Abroad Scheme
- Group Death In Service
- Company Maternity and Paternity Pay
- Personal development

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

## 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 (DPOs), privacy consultancy services, and GDPR Representatives to over 850 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 B.V in Amsterdam, together with a network of representation offices throughout the 27 EU Member States.

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

## OUR CULTURE

Fundamental to The DPO Centre's culture is our #OneTeam philosophy:

*'To inspire and develop one remarkable team that delivers the extraordinary'*

Contact with other members of our various teams will be frequent, as will the opportunities for team social activities. Our mission is to nurture talent and empower individuals. 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 part of our motivated, sociable, and connected team. It's an essential aspect of our culture and also helps new recruits to quickly become part of our supportive and interconnected community.

We strive to be a team that doesn't just keep up, we set the pace.

## OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walkers, avid readers, ultra-runners, budding photographers, musicians, and keen travellers. Our team comes from all corners of the world, including New Zealand, Poland, Mauritius, Mexico, South Africa to name but a few.

Please see for yourself and meet everyone on [our team](#) page.

## WHY JOIN THE TEAM?

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

The data privacy industry is rapidly evolving, so this role will involve working on projects that encourage continuous professional growth and innovation.

We are committed to empowering everyone in our **#ONETEAM** with the knowledge and opportunities to positively impact attitudes, behaviours, and legislation for the benefit of future generations.

## 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.