



Talent RISE Opportunity Description (TI003a) Kickstart Recruitment Researcher v. 20210714

Opportunity type:	Kickstart Recruitment Researcher
Location:	Bristol
Salary:	National Minimum Wage (varies by age) 16-17 yrs: £4.62 ph // 18-20 yrs: £6.56 ph // 21-22 yrs: £8.36 ph // +23 years: £8.91 ph
Hours:	25 hrs per week (timings to be discussed at interview but expected to be 5 hours per day, Monday - Friday)
Duration:	6 month placement, anticipated to start Aug 9, 2021 - assuming Covid-19 allows.
Progression:	While nothing is ruled out there is currently no expectation of continued employment with the company once the initial placement ends. However, based on performance, the employer is happy to act as a reference for future job applications and the participant will be offered ongoing support by the employer's youth employment charity, Talent RISE.

About the opportunity provider and role

Talent International is the world's fastest growing digital-tech recruitment specialist and operates in sixteen cities around the world, including four in the UK. The company's unique vision and ambition have led to an incredible 27 industry awards over the last ten years, and Talent International is the only recruitment business on Gallup's Global Best Workplaces list.

One of the company's values is to Give A Damn, which it shows via its youth employment charity Talent RISE. Talent RISE helps young people, particularly those facing barriers to employment, to access and succeed in job, apprenticeship and work experience opportunities. As part of its wider work Talent RISE is helping Talent International to offer work placements to eligible young people via Kickstart.

The successful candidate(s) will become a valued part of the Bristol team by providing care and support to the company's contractors and candidates, and by ensuring their information is accurately recorded on the system and up to date. In doing so they will also support recruitment consultants by learning how to generate business leads through asking the right questions, and by identifying candidates who may match available roles.

This opportunity is based in the company's office in Bristol, and we hope it can start in July 2021. The current easing of Covid-19 restrictions mean this should very likely be possible, but circumstances are not fully within the company's control.

Key responsibilities

The successful candidate will have responsibility for

Contractor Care - 60% of time

- connecting with existing contractors to gain feedback and provide them with relevant support during their assignment with the client
- updating the 'Bullhorn' system to ensure that contractor information is uploaded and that the data is clean and accurate
- learning how to generate leads through contractor conversations (learning more about them) and asking contractors the right questions

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Talent RISE is registered as a Charitable Incorporated Organisation in England & Wales (Charity Number 1183457)



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Research and Delivery - 40% of time

- learning how to use 'Bullhorn' for candidates and lead information
- learning about search methodologies and using them in the system to find relevant candidates
- learning how to find information within a CV and identifying key words that match against a job specification to provide a list of potential candidates
- uploading CV information onto the system and ensuring the candidate data is accurate
- learning how to talk about a job specification with candidates to create initial interest
- learning how to successfully provide a longlist of candidate CVs matching them to the job specification

Skills, traits, qualifications and other criteria

Successful candidates must:

- be referred by a Job Centre Plus Workcoach (see below)
- have good verbal communication skills and confidence in picking up the phone to speak to candidates and colleagues
- be able to understand job specs and briefs and report back to their manager on how candidates may meet these
- able to identify inaccuracies with system data and rectify those to ensure the data is clean
- be self-motivated and able to use their initiative to probe and adapt from a script while on the phone
- be able to understand their activity targets and be motivated to achieve them
- be computer literate and able to accurately record information on a database (CRM) system

Successful candidates will ideally:

- have experience working in the service industry and/or providing customer service via the telephone
- have experience working to activity targets
- demonstrate that they can understand problems and use their initiative to find solutions

How to apply

Candidates must be referred by a Job Centre Plus Workcoach by July 23, 2021. Please speak to your Job Centre Plus Workcoach about referring you for this opportunity (state reference KS56E39FAD: Kickstart Recruitment Researcher / Bristol). If you would like an informal chat before speaking to your Workcoach please contact andy.chaggar@talentrise.org // 07585 984 810.

After speaking to your Work Coach you will be asked to submit a full application by completing a simple online application form and emailing a copy of your current CV (if available). While applications will remain open until the date above, **we will assess candidates as they apply and we encourage submissions as soon as possible.**

After their application suitable candidates will be invited for a chat to discuss the opportunity and to assess if they can be put forward. Talent RISE staff can help create or improve CVs as needed at this stage.

Further assessment by the opportunity provider

If candidates are successful in being put forward by Talent RISE they will be asked to undertake an interview with Talent International.

Note that the employer and not Talent RISE will make final decisions as to who is successful.

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