

Person Specification

Job Title: Recruitment and Engagement Officer	Grade and Salary £26,896.35 - £32,589.65
Base: North Shields	Team: Marketing & Recruitment (agency-wide)

Essential Criteria	Desirable Criteria
Qualifications and Training	
<ul style="list-style-type: none"> Minimum of 5 GCSE's including English Language and Mathematics at grade C/4 or above (or equivalent qualification / experience) 	<ul style="list-style-type: none"> Degree or equivalent Educated to A Level standard or equivalent Marketing or social media qualifications
Knowledge and Experience	
<ul style="list-style-type: none"> Experience of a public facing engagement, recruitment or sales and marketing role 	<ul style="list-style-type: none"> Experience of working with looked after children and young people Understanding and experience working in a fostering service An understanding of the role of Independent Fostering Agencies
Skills	
<ul style="list-style-type: none"> Advanced IT skills using office software & database packages e.g. Microsoft Word, Excel and Outlook and PowerPoint Customer service skills Excellent verbal communication skills and telephone manner The ability to learn and keep up to date with detailed information about the agency Attention to detail for sustained periods of time Excellent organisational skills and the ability to prioritise workload and work to tight deadlines Ability and flexibility to work as part of a team Ability to write clear, concise reports and maintain written records Competent in using social media such as Facebook, Twitter and other media as determined Ability to interact with external organisations via all manners of communication. Ability to champion and promote ideas and new ways of working 	

<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to speak to people in an engaging way • Excellent relationship management skills • Ability to measure and evaluate the success of performance, researching good practice and using it to inform further improvement 	
Personal Qualities	
<ul style="list-style-type: none"> • Committed to working in a respectful and non-discriminatory way. • Resilient, self sufficient and enthusiastic • Have a can do attitude and a willingness to learn. • Ability to work unsupervised using own initiative 	
Job circumstances	
<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service, which will include evenings & weekends • Ability to travel as required in East Midlands, Yorkshire and the North East 	<ul style="list-style-type: none"> • Current full driving licence