

Person Specification

Job Title: Recruitment and Engagement Officer	Grade and Salary £27,488.07 - £33,306.62
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