

Recruitment Administrator

About the Team and the Role

You will be part of the Resourcing Team, which manages Recruitment and Visa Compliance at Mencap. As a Recruitment Administrator, you will be the first point of contact for managers and external candidates contacting Mencap through the central inbox and Halo, our internal ticketing system. You will triage enquiries, answer recruitment questions, advise managers and signpost them where appropriate. You will also work closely with Personal Support Area Administrators, enabling them to support local recruitment through Eploy. The Recruitment Administrators report into the Resourcing Manager, but are supported by the operational Assistant Recruitment Managers to be able to support both Personal Support and Communities and Enabling general queries.

What you will bring to the role (Essentials)

Strong written and verbal communication skills, with the ability to communicate professionally with candidates, hiring managers and colleagues.

Good organisational skills, with the ability to prioritise and manage a varied workload.

Strong attention to detail, producing accurate and timely administrative work.

Confidence using digital systems, databases and Microsoft 365, with the ability to learn new systems.

Ability to provide a positive and responsive service to candidates, hiring managers and colleagues.

Ability to work effectively as part of a team, while also managing individual responsibilities.

Ability to work to deadlines and agreed targets.

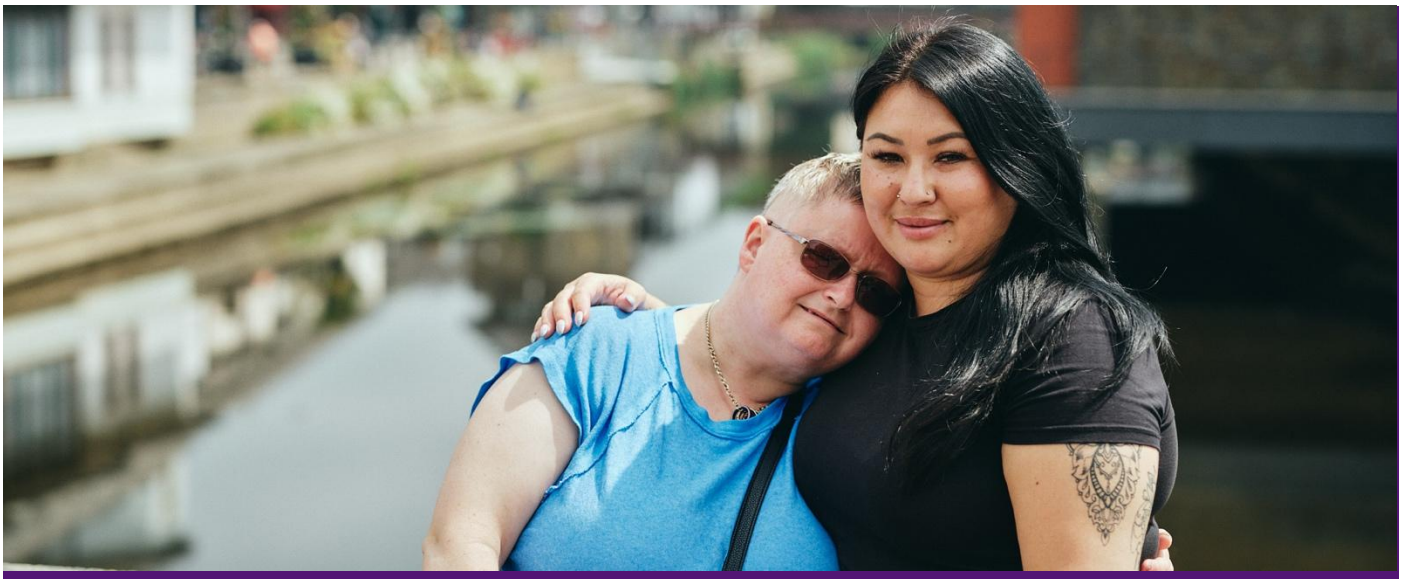
A proactive and self-motivated approach, with a willingness to learn and develop.

Ability to handle recruitment information with appropriate confidentiality and professionalism.

Commitment to Mencap's values and inclusive ways of working.

Ability to attend quarterly team meetings in Peterborough and attend the office at least once a month.

Please note: This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



"This isn't just a job - it's a chance to help change the lives of people with a learning disability and their families. If you're passionate about making a difference, join Mencap in building a more inclusive future."

Mencap and our Commitment to Safeguarding

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.