

# Role Profile: Talent Acquisition Specialist

**mencap**



## What you will do

- Develop and maintain effective relationships with Hiring Managers and People Partners.
- Work with stakeholders to incorporate all selection metrics into the talent acquisition process.
- Collaborate with hiring managers to design all recruitment plans.
- Undertake recruitment of volume-driven positions and those aligned with Direct Services.
- Maintain efficient and clean information on systems at all times.
- Monitor and record all sourcing activities, managing corporate resources to implement all applicant tracking systems.
- Manage and maintain effective and purposeful communication with all candidates throughout the recruitment process.
- Manage the screening process, including resume reviews.
- Ensure the correct administration and maintenance of all vacancies.
- Prepare reports for all recruitment statistics, maintaining accuracy in the system and documenting all processes to ensure compliance and consistency.
- Provide support in promoting the brand of Mencap within our market, acting as a brand ambassador for Mencap, always representing the Mencap values.
- Attend job fairs and career events to build a strong candidate pipeline.

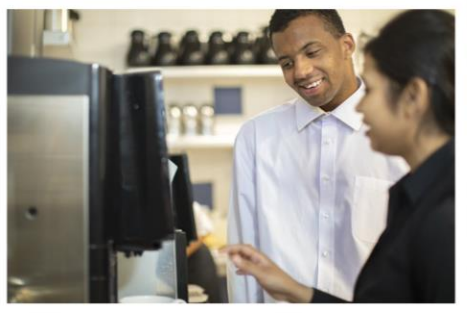
## About you

**This is an extremely challenging role which means you will need to be an enthusiastic and resilient person with the hunger to find the very best talent**

Candidates from all backgrounds welcome!  
We are looking for people with a passion and drive to improve the lives of people with a learning disability.

## About you and your experience

- Experience working within a similar role either agency or in-house is beneficial but not essential.
- Excellent telephone skills with the ability to build rapport quickly.
- Be able to remain positive under time pressure and enjoy a non-stop volume environment.
- Have the ability to think outside the box and come up with fresh ideas.
- A willingness to facilitate and champion change.
- You will be a real team player who is collaborative and flexible.



### More information about the role

In this role, you will primarily be responsible for recruiting Support Workers who will make a significant impact on the lives of individuals with learning disabilities across over 600 services throughout the UK.

We are looking for someone with a natural talent for customer service and a strong advocate for best practice recruitment. Experience in recruitment within the Health and Social Care sector is advantageous, but we also value any background in high-volume, in-house, or agency recruitment environments.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

### What will Mencap give you

- Competitive annual salary
- 24 days annual leave + all UK bank holidays
- Amazing benefits + pension
- Full support in the role and training
- Flexible working options

Plus, many more fantastic benefits

### How to apply

Please apply with an up-to-date CV that highlights your skills and experiences relevant to this position.

If you require any further information, please contact our Recruitment Team at 01733 246699.

# Who you can expect to work with

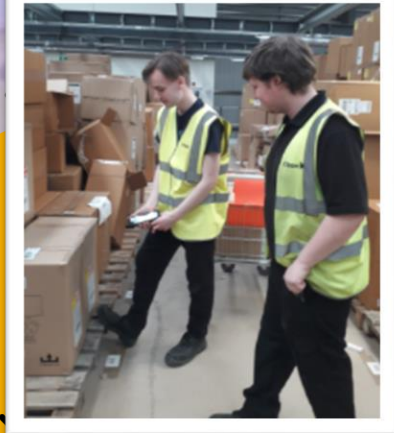
Hiring  
Managers  
across  
Mencap

Our in-house  
People  
Services  
teams

Candidates

Liaising with  
external  
providers

Recruitment  
team  
colleagues



## Mencap's values and how they apply to this role

We are  
**Passionate**  
about making  
the world a  
better place

You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are  
**Inclusive**  
of everyone

You will be inclusive by making sure that you support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard, and different views listened to

We are  
**Brave**  
we challenge  
and try new  
things

You will be brave by encouraging people to have big ideas about what would make their team the best place to work, and you will test things out and learn from mistakes

We are  
**Positive**  
in our work  
and with each  
other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are  
**Kind**  
to everyone

You will be kind and considerate in all your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work