**Recruitment Manager Job description**

**Job brief**

The Recruitment Manager will work closely with the HR Manager to develop and implement effective recruitment and practice, policy and procedures to support the development of high performing teams.

**Responsibilities**

* To contribute in growing and developing the business, within executive recruitment
* Network to identify new business opportunities through utilizing our strong network and market experience
* Proactively build relationships with prospective clients through telephone, face to face meetings and formal pitches
* Maintain and develop relationships with existing and prospective clients
* To attend client meetings to plan and advise on recruitment campaigns
* Respond quickly and accurately to client’s requirements
* Ensure client and candidate management tools are used effectively and efficiently within the team and across the company for knowledge sharing
* Have an active Client facing role, whilst managing specific Key Accounts
* Support clients and prospective clients throughout assignments and campaigns
* Liaise with candidates to ensure they are fully advised of processes and progress, ensuring all candidates receive a positive recruitment experience
* Liaise with existing and prospective clients to ensure they are regularly and consistently updated on progress ensuring all clients receive a positive recruitment experience
* Conduct high quality Executive Search campaigns
* Effectively demonstrate “best practices” and promote brand awareness

**Requirements**

* Experience of leading a large-scale recruitment process and/or recruiting effectively within a large organization
* Evidence of consistently meeting milestones / targets over a long-term project
* A persuasive communicator, with experience of influencing diverse stakeholders
* An excellent network builder, with great communication skills
* Clear vision for why they want the role and why they are the right person to lead RIS recruitment
* Motivation to work towards recruitment targets / KPIs
* Experience of identifying and development new recruitment vehicles, e.g. events, networking, online.
* Experience of managing budgets and being cost-effective, especially with respect to recruitment and wider PR
* Experience of events management
* Experience of communications, PR and social media
* Experience of the secondary / higher education system
* Experience of initial teacher training and continuing professional development