

# EmploySE1

## JOB DESCRIPTION: PART-TIME EMPLOYSE1 ASSISTANT

<b>Title:</b>	EmploySE1 Assistant
<b>Remuneration:</b>	£27,000 <i>pro rata</i> (based on a 35-hour working week)
<b>Hours of work:</b>	Part-time 4 days/week 9am-5pm, with some evening and early morning working required. Working Days: Tuesdays, Wednesdays, Thursdays and Fridays
<b>Work Locations:</b>	<b>Better Bankside</b> , 18 Great Guildford Street, London SE1 0FD <b>Team London Bridge</b> , 1 Melior Place, London SE1 3SU; <b>We are Waterloo</b> , 203 Westminster Bridge Rd, Lambeth, London SE1 7FP
<b>Duration:</b>	Permanent
<b>Reporting to:</b>	The ESE1 Manager and the Funding partner BIDs Contract of employment will be with Better Bankside on behalf of EmploySE1.

### About EmploySE1

EmploySE1 provides local BID member businesses with a free, tailor-made solution to their recruitment needs, offering a range of recruitment services that engage with local, job-ready candidates.

EmploySE1 is funded by three Business Improvement Districts (BIDs) in Lambeth and Southwark: [Better Bankside](#), [We Are Waterloo](#) and [Team London Bridge](#). BIDs are independent, non-profit companies owned and led by local businesses that exist to improve a given location.

Representatives from the BIDs meet monthly to manage the EmploySE1 project and the EmploySE1 Assistant is expected to divide their time across the three BID offices.

### Job Overview

The EmploySE1 Assistant will have a good understanding of businesses' recruitment and hiring process and will be highly motivated, target driven and able to work on their own initiative. Reporting to the EmploySE1 Manager, you will help to manage relationships with levy-paying businesses in the three BID areas and to match them with potential candidates for their vacancies. You will conduct the initial screening process of the candidate's job application to determine their suitability for the job role, and present shortlisted candidates to the employer, then facilitate the feedback from the employers to the candidates and partner agencies (where applicable).

**Responsibilities:**

- To provide administrative support to the EmploySE1 service
- Maintaining and updating the recruitment database.
- To support the EmploySE1 service in the delivery of marketing campaigns
- Assist with the production of marketing materials.
- Use social media to promote EmploySE1's profile and to source candidates through online channels such as LinkedIn, Twitter, Facebook and other websites
- Attracting and building relationships with candidates on the phone and face to face
- Answer telephone and email queries from candidates
- Post vacancy advertisements onto the company website and other social media platforms.
- Reporting on data statistics
- Screening candidates and matching them to suitable job roles
- Sourcing job applicants from the database and exploring employment opportunities
- Contacting candidates to arrange interviews via telephone and email
- Establishing contacts to help build the client database
- Any other duties as and when required appropriate to the level of this post
- You will be responsible for organising regular meetings which includes; the monthly Management meetings and the quarterly Business Advisory Group meetings and taking the minutes.
- You will also be supporting an annual Symposium, as well as other events to raise awareness of the EmploySE1 service and the employment agenda generally.
- On occasion you will be required to stand in for EmploySE1 Manager and perform any other duties commensurate to the role.

**Personal Specification:**

- You will be comfortable working across multiple organisations and offices and be able to effectively communicate and build relationships with a range of publicly-funded service providers, voluntary organisations and corporate-sector businesses.
- An ambitious individual, with resourcing, marketing and administration experience preferably with a recruitment industry background.
- Confident and well organised, able to take responsibility, plan and deliver projects and campaigns as required
- Excellent IT Skills using MS Office and proficient in using databases.
- Good knowledge of using social media and Internet
- Proactive and self-motivated, to provide excellent customer service
- Excellent communication skills: confident communicating by phone, email and in person
- Strong attention to detail
- Able to work well under pressure and to deadlines, whilst using own initiative
- Event organisation experience, plus experience of taking minutes
- Have a flexible approach: able to respond appropriately to changing demands of the role

## **How to apply**

To apply, send:

- Your **CV** describing your relevant educational and employment experience
- **Cover letter** (max. 2 sides) outlining
  - o Why you want the role
  - o How your skills and experience match the person specification
- Completed **Better Bankside equal opportunities** monitoring form (not part of the selection process)

**Closing date: 16<sup>th</sup> February 2018**

**Interviews: Week commencing the 26<sup>th</sup> February 2018**

**Start: Immediate**

**Incomplete applications will not be considered. We regret that owing to the high level of response expected we will not be able to contact unsuccessful applicants. Applicants must be able to demonstrate the right to work in the UK.**