



Talent Partner - In House Recruiter & HR Support Officer

Every are looking to recruit a 'Talent Partner' to take charge of their recruitment activity and provide some HR support.

Every is growing and we now need someone with a proven track record who can hit the ground running, set up and, develop recruitment strategies to ensure vacancies are filled quickly and cost effectively. Reporting to the Chief Executive, this role will work closely with all business functions to ensure the recruitment needs are met, but with a particular focus on sales roles where we have the largest growth planned. Alongside recruitment activity the postholder will manage the necessary HR administration and take responsibility for co-ordinating and driving the development of staff with line Managers. This position offers the opportunity to start, build and expand this role making use of pre-existing skills and networks but enabling the postholder to explore and experience a wider role than purely recruitment.

This would be the first role of this kind at Every so you would be a trail blazer, working alone but alongside and supported by the Senior Management Team and our external HR Consultants.

To see what it is like to work with us, watch our Life at Every video at:

<https://www.weareevery.com/careers/>

(Every is the trading name of Sandgate Systems Ltd)

Recruitment

- Advertise vacancies by drafting and placing adverts in a range of media LinkedIn, job boards etc
- Make full use of social media to advertise positions, attract candidates and build relationships.
- Headhunting - identify and approach suitable candidates who may already be in similar work
- Networking to build pipeline of potential employees.
- Create a candidate database and manage this efficiently to help recruit staff with a certain timeframe to help with continued business productivity.
- Receiving and reviewing applications, managing interviews and tests, and creating a shortlist of candidates for management.

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- Organising interviews.
- Develop and conduct selection assessments relevant to the role.
- Liaise with candidates throughout the process, including pre interview, post interview and post job offer.
- Work with our sales trainer to arrange anything new sales employees can do prior to their start date.
- Review recruitment policies and process to ensure effectiveness of Every's recruitment strategy and legal compliance.
- Occasionally travel to help recruit for roles that are not office based.
- Holding and arranging open days to help with the recruitment strategy.
- Work with line Managers to ensure Job Descriptions are kept up to date

Onboarding/HR Admin

- Make offers of employment and send terms and conditions documentation
- Complete all recruitment checks including requesting and obtaining references, and DBS clearance (when applicable) when an offer has been made.
- Checking ID and eligibility to work in UK etc
- Co-ordinate relevant induction process for the role with relevant Managers
- Conduct general induction for all new starters to include introduction to the business, team introductions, packs, policy documents, company history etc.
- Co-ordinate and attend probation meetings with Manager.
- Maintain all employee records to ensure they are kept up to date.
- Complete relevant admin – for example paperwork for passing probation, or leavers paperwork and assist on exit interviews.
- Support managers by taking notes at formal meetings.

Employee Development

- Direct employee engagement and satisfaction by guiding line Managers through Every's staff development and rewards processes.
- Support the performance management/review process, including collating review forms and action points, arranging relevant training, note taking at formal meetings.
- To guide managers so that Staff Development Policies and procedures are followed and applied consistently.
- To produce reports, data and updates for the Senior Management Team.

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- In conjunction with the Sales Trainer ensure that staff training is regularly reviewed, maintained and refreshed with accurate records and live training timetables kept.
- Drive rising stars and training programmes to aid succession and growth planning.

Person Specification

	Essential	Desirable
Extensive experience in a corporate inhouse recruitment position		*
Extensive recruitment experience in either an agency or in-house role	*	
Extensive experience recruiting for sales roles		*
GCSE English and Maths at Grade C/4 or equivalent	*	
Experience in HR administration		*
Knowledge of the best sourcing channels to use to find top talent in sales and software development role	*	
Strong organisational skills	*	
Experience of networking to build a pipeline of potential employees		*
Ability to work under pressure, to multi-task and to meet tight deadlines	*	
Excellent inter-personal skills and ability to build relationships with a wide variety of people	*	
Confident with Microsoft Office applications		*
Good knowledge of employment legislation relating to recruitment and onboarding activities e.g. offers of employment, probation documents	*	
High level of accuracy and attention to detail	*	
Comfortable with admin with the view that good recruitment practice and effective HR support requires effective admin.		*
Confident in ability to project manage		*
Ability to take accurate notes at formal meetings		*
Evidence of a clear understanding of confidentiality and ability to work with	*	

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confidential data		
Ability to work on own initiative and prioritise accordingly	*	
Effective presentation and communication skills, with the ability to engage with multiple audiences	*	
Experience of providing reports, data and updates for Senior Managers		*
Associate or Chartered member of CIPD or intention to study		*

Direct applications to Carlie Newton

carlie.newton@sandgatesystems.com

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