

**Job Title:** Participant Recruitment Officer  
**Hours:** 37.5 hours per week  
**Location:** Magherafelt  
**Term:** Fixed Term to 28<sup>th</sup> February 2019 (Maternity Cover)  
**Salary:** £20,000 per annum to increase to £21,000 per annum on successful completion of probationary period

### Company Background

Network Personnel was established in 1989 and specialises in the delivery of back to work and employability initiatives. As a result of continued growth, they wish to appoint a suitably experienced and qualified Participant Recruitment Officer for their Jobmatch Programme. The Jobmatch Programme is part funded by the European Social Fund and Department for Economy.

### Job Purpose

To raise the profile of the Jobmatch programme and Network Personnel by carrying out effective marketing and communication campaigns to attract new participants to the programme whilst ensuring that they have a clear understanding of the support available.

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### Core Duties and Responsibilities

- Develop an in-depth knowledge of the programme and the opportunities available to participants
- Attract new participants to the programme and Company, by liaising with other training programmes, supported services and promotion on social media
- Complete initial eligibility checks on participants and carry out an assessment of each participant to ensure that they are registered onto the most appropriate initiative that best suits their needs
- Develop an annual marketing strategy for the programme in co-operation with other team members
- Publicise the strengths and achievements of the programme using various methods to include social media, leaflets and press releases
- Attend and give presentations at external events to create awareness of the programme, strengthen relationships with key stakeholders and encourage referrals
- Prepare appealing marketing literature that is relevant and appropriate for the participant group ensuring that all funder protocols are adhered to
- Plan and manage advertising campaigns and promotions, identifying new ways to promote the programme and Company
- Appraise completed marketing drives and implement improvements
- Maintain clear communication channels with other team members ensuring they are aware of and contribute to the various campaigns
- Liaise with printers, the press, photographers and other relevant PR agencies
- Respond effectively to enquiries about the programme and the organisation as a whole
- Work in a confidential and professional manner responding to sensitive issues that ensures participant welfare and safety is of paramount importance and subject to safeguarding guidelines
- Be quality and target driven, ensuring all DfE/ESF and organisational targets, deadlines and standards are achieved and consistently achieve set individual objectives, targets and KPI's
- Develop and maintain relationships with a broad spectrum of relevant organisations in the respective geographical areas from the private, voluntary and public sector and manage a contact database
- Compile relevant, accurate statistics on a monthly and annual basis and reflect on and review the effectiveness of the various strategies with the line manager
- Maintain accurate records throughout the life span of the project
- Ensure high levels of customer service are maintained through effective communication with employers, clients and other stakeholders as required
- Develop and sustain effective working relationships within the Jobmatch, Network Personnel and other stakeholder groups e.g. attending team meetings, networking events, etc.
- Undertake CPD activities which enhance individual and organisational performance, maintaining/developing relevant skills to the highest professional standards
- Adhere to and uphold Network Personnel's Code of Conduct, policies, procedures and values at all times including Equal Opportunities, Health & Safety, Data Protection, Lone Working, Confidentiality etc. and provide these policies to clients
- Undertake regular, formal reviews with the line manager, reflecting on targets, performance and practice
- Any other related/reasonable duties as required by management and/or the business objectives.

## Participant Recruitment Officer Person Specification



		<b>How assessed</b>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Level 3 qualification in a relevant discipline e.g. Marketing, Communication or a Business discipline</li> <li>Plus</li> <li>4 GCSE's (or equivalent) at grade C or above to include English</li> </ul>	Declaration Form & validation of original copies of certificates
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Experience of using a variety of marketing tools to generate business (visual, written, physical and online)</li> <li>A demonstrable track record of consistently having met and exceeded targets and deadlines in a target orientated role over a reasonable period of time</li> <li>Experience of supporting and/or mentoring others within a work setting</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience of having worked with marginalised, unemployed/economically inactive individuals</li> <li>Experience gained within the recruitment industry or training sector</li> </ul>	Declaration Form Declaration Form Declaration Form CV CV
<b>Job related Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook</li> <li>Strong knowledge and understanding of the most effective way to use a variety of online marketing tools and platforms in a professional capacity including but not limited to Twitter and Facebook</li> </ul>	Declaration Form Declaration Form
<b>Skills and Competencies</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Excellent written communication skills</li> <li>Excellent verbal communication skills</li> <li>Excellent presentation skills</li> <li>Ability to persuade, influence and negotiate</li> <li>Strong time management skills and ability to manage own workload and prioritise essential/key tasks to meet needs of the business</li> <li>Self-motivated and resilient with a desire to succeed</li> <li>Ability to work effectively in a team</li> <li>Organisational skills</li> <li>Empathic and approachable</li> <li>Innovative with the ability to take initiative</li> <li>Excellent attention to detail and ability to work to a high level degree of accuracy</li> <li>Enthusiastic and passionate with a desire to succeed</li> <li>Flexible to meet the needs of the business</li> </ul>	Declaration Form Interview Declaration Form Interview Interview  Interview Interview Interview Interview Interview Interview Interview Interview
<b>Other requirements</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Full driving license and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role.</li> </ul>	Declaration Form

### Applications Procedure

To express your interest in this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only) to [Michelle.McMullan@networkpersonnel.org.uk](mailto:Michelle.McMullan@networkpersonnel.org.uk) Closing Date for receipt of applications is **20<sup>th</sup> July 2018 @ 5pm.**

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage. We reserve the right to enhance the short listing criteria where and when this is deemed necessary. All successful candidates will be subject to an Access NI Check and suitable references and where there is a requirement to drive their own vehicle for work purposes evidence of their vehicle being insured for work purposes will be required. *Network Personnel is part of the Workspace Group, a social enterprise based in Mid Ulster.*