



Dear Applicant,

Thank you for requesting the application pack for the post of **Recruitment Associate**.

This pack contains all the relevant information you will need to successfully complete the application form:

- Job description and person specification
- Terms and conditions
- Application form and link to equal opportunities monitoring form (available as separate documents)
- Recruitment process at Think Ahead – guidance notes for completing the form

When applying, please note that personal details and equal opportunities monitoring data will be removed. The recruiting panel will see only your education and career history, and personal statement.

The deadline for the receipt of completed applications is 9am on Thursday 31 January. Interviews will take place on Thursday 7 February.

Please note that due to our recruitment practices we cannot accept CVs or applications received after the deadline.

Due to the large number of applications we usually receive, it may not be possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

If you have any difficulty in filling out the application form, or have any queries regarding your application, please contact us on 020 3146 7181.

In the meantime, we wish you every success with your application and thank you for your interest in Think Ahead.

Please send your completed application form to: applications@thinkahead.org by 9am on Thursday 31 January.

In order to complete your application please also complete Think Ahead's [equal opportunities monitoring form](#)



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| Job Title: Recruitment Associate | Salary: £30,000 per annum |
| Responsible to: Recruitment Director | Responsible for: N/A |
| Contract: Permanent – 37.5 hours per week | Start Date: March 2019 |

Background

At Think Ahead, we want to see a society where everyone with mental health problems can flourish. We know that won't happen unless people can improve their social circumstances – because issues like relationships, living arrangements and employment have profound effects on mental well-being. This is why we created the Think Ahead programme: a new route into mental health social work for talented graduates and career-changers. It has become one of the country's most competitive graduate schemes, with high-profile support across the political spectrum, extensive media coverage, and more than 20 applications for each place on the programme.

We're looking for a dynamic and highly motivated professional to join our Recruitment team. You will play an important role in attracting and selecting high-quality participants to join the Think Ahead programme. You will support the delivery of the recruitment strategy through all stages of the process: from initial attraction of applicants through university careers and alumni events, screening and assessing candidates to supporting participants up to the point that they start the programme.



Job Description

Play a key role in recruiting high-quality participants to join the Think Ahead programme, with responsibility for:

(a) Attraction of applicants

- Book and undertake targeted visits including careers fairs, skills sessions and presentations to universities and other organisations within your geographical areas to build awareness of the Think Ahead programme to generate sufficient quantity and quality of applications.
- Build relationships with key external partners, including careers advisors and relevant university course leaders.
- Provide support and oversight for Recruitment Ambassadors, a team of current students who provide on-campus promotion for Think Ahead.

(b) Screening and assessment

- Select candidates applying to your geographical areas both at application and assessment stage in a fair, transparent way using set competencies.
- Ensure all assessments are filled using our Salesforce candidate management system with sufficient candidates through effective communication.
- Lead some group assessments, taking responsibility for running a fair process and ensuring a high quality of experience for candidates.

(c) Relationship management with participants

- Maintain contact with participants to ensure that their interest in and commitment to the role is maintained, tracking their requirements to minimise risk of drop-out and maintaining a back-up list where required.
- Liaise with the Programme team to ensure participants are clear regarding the requirements of their assigned unit within a NHS trust or local authority.

(d) Onboarding of participants

- Ensure that all onboarding processes are complete, including allocation to unit, submission of DBS, references and payroll details and completion of work shadowing.
- Ensure that all participants are ready for the start of the programme in summer 2019.

This is a broad description of likely duties, but your role may vary over time and include a wide range of objectives and experiences. We are a small, flat organisation, and all our team members need to take responsibility for leading projects and driving work forward independently.



Person Specification

Knowledge and experience

- Knowledge of the graduate and career-switching recruitment markets, and of the latest recruitment and assessment techniques.
- Project management experience of delivering high-pressure, complex projects.
- Experience in use of candidate management systems, e.g. Salesforce, to analyse data.
- Experience of delivering to targets in a people capacity, e.g. volunteers, employees, students etc.

Personal qualities

We expect all of our staff to role-model the attributes we expect of participants in the Think Ahead programme:

- **Leadership:** The ability to act as a professional role model, demonstrate initiative, and engage others and enable them to achieve their goals.
- **Motivation:** Personal commitment to transforming the lives of people with mental illness, with an understanding of the positive impact of social work and the Think Ahead mission.
- **Adaptability:** Resilience and flexibility in changing circumstances, with the ability to work under pressure and deal with uncertain or unexpected outcomes.
- **Relationship-building:** Empathy and respect for all individuals, with the ability to build relationships and understand people's motives and perspectives.
- **Communication:** The ability to collaborate with and influence a wide range of people, in person and through written communication.
- **Problem-solving:** The ability to objectively analyse situations, using evidence and clear judgement to generate effective solutions.
- **Self-awareness:** The ability to understand, and reflect critically on, both your own personal development and how your actions affect others.



Terms and conditions

Location. Our London office is currently based near Kings Cross, London WC1. We reserve the right to move your base within the Central London area in the event of the organisation relocating to new offices.

Working hours. This post is full time for 37.5 hours a week. Think Ahead's core hours of work are from 10:00am to 4:00pm from Monday to Friday, with a minimum of 20 and maximum of 60 minutes off for lunch each day. The office is generally open from 8.30am to 6.00pm Monday to Friday. You are free to organise your working hours within those parameters, but should ensure that your line manager is made aware of and approves your preference.

Probation period. All appointments are subject to a six-month probationary period.

Notice period. You are required to give one month's notice.

Annual Leave. 28 days per annum plus UK bank holidays (pro rata for part time employees). Think Ahead offices close for 3 days over the Christmas period and you will be given these days in addition to your annual leave entitlement. Staff can carry over 5 days (pro rata for part time employees) into the following annual leave year.

Contributory pension. Think Ahead offers membership of a stakeholder compliant group personal pension plan operated by Aviva and will contribute up to a maximum of 7% of annual salary based on a relevant matched contribution from employees. An employee contribution of 4% required for the maximum 7% employer contribution.



The recruitment process at Think Ahead

Please read the following carefully before completing your application form.

The application form:

Personal details. Make sure that your contact details are clearly displayed. If you move house between sending in your form and being interviewed, please let us know as soon as possible. All personal details will be removed prior to the selection process.

Education and training. Give a list of formal and informal training. Formal training is training that is certified, e.g. a degree. Sometimes we ask for specific qualifications. You may need to provide information so that we can assess whether you meet the qualification requirements, e.g. relevant qualification for accountancy or research.

Present and previous employment. Starting with your current or last employer, list all the employers you have worked for. Provide the job title and the period you worked for them. Briefly describe the main duties of the post. This information may be used to assess whether you meet the experience required for the vacancy. Check that the dates are correct and in order (please account for gaps in employment).

Personal statement - this is the most important part of the form. You have to make a case here for selection. Do not repeat your career history; use only the relevant parts, drawing out the skills you have developed. It is usually a good idea to use extracts from the person specification as headings and answer them as questions. However, do not just repeat what we are asking for. You have to demonstrate how your experience matches the criteria. In considering your experience, remember all your previous work and draw on this to demonstrate that you have the necessary skills. Do not forget other relevant experience outside work that may contribute to meeting the person specification, such as community, voluntary, leisure and other interests. Describe any relevant skills this experience has helped you develop. Remember, it is your skills and abilities relevant to this job that we are looking for. You do not have to write several pages in support of your application, but rather focus on ensuring you meet the essential criteria in the person specification.

Legal and organisational requirements when filling in the application form:

Rehabilitation of Offenders Act 1974. You should not sign the application form without being clear about what you have to reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act. If you are not sure about what declarations to make, you should ring the Human Resources Officer at Think Ahead, who will give you confidential information about declarations (see application form).



Referees. At least one referee must be known to you in a work capacity, and should be given by the person who line managed you. If this is not possible you should clearly explain the relationship and the reason for giving another person as a referee.

The interview. All shortlisted candidates will be contacted by telephone, and the interview confirmed by letter or email. You will be informed of the time, location, and contact for the interview, as well as notice of any test or exercise you may be asked to do at the interview. The recruitment and selection panel will be comprised of a minimum of two people, and will normally include the relevant line manager of the post. We will always try to ensure gender balance in the composition of the recruiting panel. Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision. In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job. If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to interview.

Assessment. Shortlisted candidates will be asked to complete an assessment that will be a presentation relating to the role and/or a written assessment based on a typical task that the successful candidate would need to complete on a daily basis.

Feedback. All unsuccessful candidates who have attended an interview will be contacted by telephone and will be offered constructive feedback; this can be useful for helping you in future interviews. Feedback should be a two-way process. It is important to use the information given to you positively. If possible, you should also give feedback on how the process felt for you.