



Dear Candidate,

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

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

- Job description and person specification.
- Terms and conditions.
- Link to the application form and equal opportunities monitoring form.
- Recruitment and selection process at Think Ahead, including guidance notes for completing the form.

Please note that personal details and equal opportunities monitoring data will be removed when the application is assessed. 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 21 November 2019. Please note that due to our recruitment practices, we cannot accept CVs, or applications received after the deadline.

Interviews will be held on Friday 29 November 2019, with a further short telephone interview for those successful to the second stage.

It may not be possible to provide feedback to you should you not be shortlisted, due to receiving a large volume of applications. 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 Think Ahead's recruitment department on 020 3146 7181.

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

[Download the application form from the Think Ahead website.](#)

Please send your completed application form to: applications@thinkahead.org or by post to: Human Resources, Think Ahead, 344-354 Gray's Inn Road, London WC1X 8BP.

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



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: December 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, including initial attraction of applicants through university careers and alumni events, screening and assessing candidates, and 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

Education, 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.

Skills and competencies

- Influential and persuasive manner to engage applicants and participants.
- Outstanding public speaking and presentation skills.
- An ability to interpret selection criteria to recruit suitable candidates.
- Strong interests in the fields of mental health and social work.

Personal qualities

We expect all our staff to put our corporate values at the heart of everything they do by demonstrating the behaviours listed below.

- **Inspirational** – we set ambitious goals, and we attract and lead others to achieve our vision.
 - We set clear and stretching objectives for our work and hold ourselves to account.
 - We use accurate, concise and persuasive communication to an excellent standard to all internal and external audiences.
 - We propose new ideas, and enthusiastically take on other people's suggestions for how to improve our work.
- **Inclusive** – we respect everyone, build networks, and act in partnership.
 - We embrace and actively encourage diversity through our work.
 - We build and maintain effective working relationships.
 - We work collaboratively with our colleagues and external partners.
- **Genuine** – we are honest with others, we seek feedback, and we reflect on ourselves.
 - We critically reflect on our own work to improve its quality.
 - We actively seek and take on feedback and are open to adapting our work accordingly.
 - We proactively consult with our colleagues, external partners and key stakeholders.
- **Determined** – we stay on course, we set the right pace, and we don't give up.
 - We stay focused on the end outcome of our work.
 - We are flexible in the face of changing environments and adapt our work in busy periods to ensure we maintain high standards.
- **Effective** – we use evidence and innovation to find what works and get things done.



- We collect and use evidence from a variety of sources to improve work, resist bias and challenge the status quo when needed.
- We understand our own role and how it contributes to the overall impact of Think Ahead.
- We actively seek out opportunities for personal learning and development.



Terms and conditions

Location

Our London office is currently based in Kings Cross, London WC1X 8BP. We reserve the right to move your base within the 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 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 (pro rata for part time employees) 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% is 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.

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 either telephone or email to offer an interview and this will be confirmed by letter or email. **You will be informed of the time, location, and contact for the interview, as well as notice of any presentation, 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.

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.