



Our Values: Caring, Safe, Professional



Recruitment Advisor (2 roles) – £28K pa (dependent on experience)

CSP requires two Recruitment Advisors to plan and manage the delivery of its frontline recruitment requirements from attraction, through selection to onboarding.

The ideal candidate will take pride in delivering an excellent recruitment service and be committed to building partnerships with relevant organisations in order to support the attraction of local casual workers.

One role will be permanent and will work on year-round requirements; the second role will be fixed term to end November 2023 and will concentrate on seasonal requirements.

A full job description is available [here](#).

What you will be doing

- First point of contact for all frontline worker recruitment enquiries.
- Support the Head of Talent and Resourcing and Senior Resourcing Advisor with the creation and implementation of the recruitment calendar based on operational requirements
- Build partnerships with relevant organisations, training providers, employment service providers to support the attraction of local casual workers.
- Responsible for creating engaging adverts to attract frontline workers, posting on relevant job boards and social media sites.
- Ensure all recruitment sessions are organised to include venue arrangements, booking in applicants, and creating venue-specific recruitment presentations.
- Act as a trusted partner to our managers, supporting them with their recruiting needs and recruiting in a timely, professional, and legally compliant manner.
- Working with the People Advisor to ensure a consistent recruitment experience for all workers and employees.

What CSP can offer you

- A salary of £28,000 per annum (dependent on experience)
- A 35 hour working week
- Up to 25 days' holiday (after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Private Medical Insurance (after a qualifying period)
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider

What we need from you

- Experience of recruitment and onboarding processes
- Full understanding of UK Right to Work legislation
- Experience of working in at least one of the Events, Retail or Hospitality sectors, ideally in a recruitment role
- Proven ability to develop strong relationships with internal and external stakeholders
- Thorough attention to detail
- Ability to prioritise, be proactive, take the initiative and work to deadlines
- Able to evaluate conflicting priorities
- Excellent organisational and administrative skills
- An effective and confident decision-maker

Vacancy details

Salary: £28,000 per annum

Location: Watford (but some overnight travel to event venues may be required)

Closing date: 12 March 2023

To apply, send a copy of your CV to HR@gotocsp.com

