



Our Values: Caring, Safe, Professional



Resourcing Advisor

Up to £28,000 pa, depending on experience

We are currently looking for a Resourcing Advisor to provide resourcing support to our Operations Managers across several CSP venues and to be the first point of contact for CSP frontline teams.

The ideal candidate will be able to manage all methods of communication with the frontline team (eg, mail inbox and phone lines), quickly and effectively; will be able to work under pressure and to tight deadlines; will thrive in working in a fast-paced, exciting and dynamic sector; and will take pride in delivering an excellent service. Weekend working is likely to be a requirement on a roster basis.

This is a permanent role.

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

What you will be doing as a Resourcing Advisor

- Supporting the Operations Managers in ensuring the events they are managing are fully staffed to their requirements, to allow them to ensure all aspects of the operation are carried out in a safe manner at all times
- Support other team members with resourcing needs in busy periods and to cover absence
- Support the Recruitment team in facilitating localised recruitment events
- Manage effective communication processes with the Frontline workforce through all forms of contact

What we need from you as a Resourcing Advisor at CSP

- Strong planning and organising skills
- Previous experience of working to tight deadlines and fast-changing, sometimes conflicting, priorities
- Excellent presentation and communication skills
- Competent IT skills (Microsoft package)
- The ability to work in a team and on own initiative

What CSP can offer you as a Resourcing Advisor

- A competitive salary
- A 35 hour working week – with occasional weekend working, as required operationally
- Up to 25 days' holiday (pro-rata – 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

About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

Vacancy details

Salary: Up to £28,000, depending on experience

Location: Head Office at Watford

If you think you are suitable for this Resourcing Advisor position, please apply now by sending a cover letter setting out why you are suitable for this role and a copy of your CV to HR@gotocsp.com by midnight on Sunday 19th November 2023.

