

Job Description & Person Specification

Position: Recruiter

Reports To: Head of Recruitment

Salary Range: £30,047 - £36,725 per annum

Contract: Permanent

Hours Per week: 35

Our Values and Behaviours

To act in accordance with “Our Values and Behaviours” at all times when delivering your role, ensuring that “Kindness”, “Respect”, “Belonging”, and “Empowerment” are fundamental to your behaviour.

<p>Kindness</p> <p>We create an environment where everyone can thrive.</p> <p>Our behaviours: Empathy – We understand diverse perspectives and experiences. Compassion – We are considerate of others and are generous with our time. Supportive – We build and maintain positive relationships.</p> 	<p>Respect</p> <p>We respect people’s human rights and act with integrity.</p> <p>Our behaviours: Dignity – We value and respect people, recognising their right to choice. Integrity – We do the right thing even though no one may be watching. Fairness – We treat others how we would wish to be treated ourselves.</p> 	<p>Belonging</p> <p>We pride ourselves on being a Norwood Family.</p> <p>Our behaviours: Trust – We build a safe environment for people to flourish. Inclusivity – We value difference and celebrate diverse voices. Collaboration – We connect with others to form a positive community.</p> 	<p>Empowerment</p> <p>We enable people to reach their potential.</p> <p>Our behaviours: Accountability – We make a positive impact and get things done, owning our actions and decisions. Innovation – We encourage people to be curious. Ambition – We strive for success in everything we do.</p> 
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Policies and Procedures

In addition to undertaking the accountabilities as outlined below, the post holder will be expected to fully adhere to all Norwood policies and procedures which are referenced in the employment contract and Norwood's intranet.

Role Summary

The Recruiter will be responsible for delivering a complete and responsive, end-to-end recruitment service through a partnership approach with hiring managers. You be a pro active self starter and act as an account manager for designated services and departments, ensuring vacancies are managed efficiently from attraction through to

onboarding. The role will promote person-centred, values-led, and compliant recruitment practice in line with Norwood's Recruitment Policy.

Working with Head of Recruitment, the post-holder will help shape and deliver Norwood's Employer Value Proposition (EVP) and implement targeted attraction strategies to reach high-quality applicants. Supported by a People Co-ordinator, they will oversee the onboarding of new starters, ensuring a smooth, compliant and positive candidate and manager experience.

Key Accountabilities

1. Attraction & Employer Brand

- Contribute to the development of Norwood's Employer Value Proposition (EVP), attraction methods, and standards for recruitment and onboarding.
- Deliver targeted recruitment campaigns by also attending recruitment events in collaboration with hiring managers.
- Use a range of sourcing tools and search techniques to proactively attract suitable candidates.
- Keep informed of labour market trends and competitor activity to enhance attraction strategies.

2. Partnership & Service Delivery

- Responsive and work collaboratively with hiring managers to deliver an efficient, end-to-end recruitment service using the Applicant Tracking System (ATS).
- Provide guidance and support to ensure recruitment and selection processes align with policy and best practice.
- Agree ways of working and regular meeting with hiring managers
- Maintain accurate recruitment records and produce data reports on KPIs, vacancy rates, and service performance.

3. Values, Inclusion & Compliance

- Champion person-centred and values-based recruitment aligned with Norwood's culture.

- Embed equality, diversity, and inclusion principles across all recruitment activity, ensuring accessibility and fair practice.
- Promote safe and compliant recruitment practices in line with Norwood’s standards and relevant legislation.

4. Continuous Improvement & Flexibility

- Contribute ideas for continuous improvement across recruitment processes and candidate experience.
- Undertake any other duties consistent with the role to support the wider People & Culture function.

This job description is not exhaustive and may be updated as accountabilities evolve.

Person Specification

	Essential	Desirable	Evidence
Qualification(s)	CIPD Level 3 or equivalent CPD	Membership: CIPD or REC	Cover Letter / CV / Onboarding
Experience	<ol style="list-style-type: none"> 1. In-house, end-to-end recruitment experience in a busy, customer-focused environment 2. Confident use of Applicant Tracking Systems (ATS) for campaign management, candidate tracking, and reporting 3. Experience partnering with hiring managers 	<ol style="list-style-type: none"> 4. Experience of recruitment in the care industry 	CV / Interview / Onboarding

	and advising on selection processes		
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> 1. Up-to-date knowledge of attraction and resourcing methods 2. Understanding of effective and fair selection practices 3. Knowledge of employment and equalities legislation 4. Strong organisational and communication skills 5. Ability to build collaborative, customer-focused relationships with hiring managers 	<ol style="list-style-type: none"> 1. Knowledge of care sector recruitment 2. Understanding of values-based recruitment methodology 	Cover Letter / CV / Interview
Personal Qualities & Attributes	<ol style="list-style-type: none"> 1. Flexible to travel between Norwood sites (London & Berkshire) 2. Credible and confident engaging with managers, candidates, and agencies 3. Adaptable, proactive, and values-led, demonstrating Kindness, Respect, Belonging, and Empowerment 	-	Cover Letter / CV / Interview

All roles require a DBS check and satisfactory clearance under Norwood's safer recruitment



policies. We are committed to safeguarding the wellbeing of our people and maintaining a respectful, safe environment.