



RECRUITMENT MANAGER

Salary: up to £42,000 per annum

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, Employee Assistance Program.

Hours: 37.5 hours per week, between Monday to Friday

Overview: Are you seeking a new opportunity?

Would you like to join a professional, caring and fun team that specialises in supporting and protecting people living with complex epilepsy and healthcare needs?

Here, at The Meath, we are proud to offer a world of possibilities for the people that we support as well as opportunity, learning and progression to our teams.

Job purpose: Joining the HR team, we are looking for a proactive, digitally driven Recruitment Manager to lead the end-to-end hiring across the business. This role is ideal for someone who thrives in a fast-paced environment, takes ownership of the full recruitment lifecycle, and uses data and market insights to drive hiring decisions.

As the Recruitment Manager, you will move beyond reactive, developing external networks, and anticipating future hiring needs. You will also play a key role in strengthening our employer marketing & brand and Employee Value Proposition (EVP), ensuring we attract and engage high-quality talent in an extremely competitive market.

Key responsibilities include:

Sourcing

- Own the full recruitment lifecycle, supporting HR colleagues on salary/package benchmarking, sourcing and screening candidates to conducting interviews and onboarding, whilst developing the candidate experience.
- Develop and execute proactive sourcing strategies to build diverse, high-quality talent pipelines for current and future organisation needs.
- Navigate stepping confidently into a fast-paced, changing environment. You will work autonomously, thinking outside the box to establish creative sourcing strategies and build sustainable talent pipelines

Digitally driven

- Use recruitment data, market intelligence, and performance metrics to identify trends, improve processes, and make informed hiring decisions.
- Drive a data-led recruitment function, monitoring key metrics including time to hire, quality of hire, source effectiveness, and candidate experience.
- Champion modern technology by acting as our internal expert on recruitment automation. You will look at ways to optimise our current systems while exploring how AI, robotics, and advanced ATS workflows can accelerate time-to-hire and elevate both the candidate and hiring manager experience.

Advertising and brand

- Lead initiatives that enhance the organisation's employer brand and Employee Value Proposition (EVP), ensuring consistent messaging across all candidate touchpoints.
- Promote an exceptional candidate experience that reflects the organisation's values and reputation.
- Alongside our Marketing Manager create engaging recruitment content, including utilising all social media, employee stories, blogs, and campaign materials that showcase organisational culture and career opportunities.
- Ensure all vacancy information is accurate and up to date across careers sites and recruitment channels

Stakeholder relationships

- People focused Recruitment leader that partners with hiring managers to understand and support organisation priorities, delivering effective recruitment solutions.
- Build and maintain strong external relationships with candidates, recruitment partners, industry groups, educational institutions, and professional networks to strengthen talent attraction.
- You'll bring a proactive, collaborative approach, thrive in a fast-paced environment, and keep candidate and hiring manager experience at the heart of everything you do. Highly organised with excellent communication and attention to detail, you'll take pride in delivering a professional recruitment service.

Overall

- Ensure recruitment practices are compliant, inclusive, and aligned with employment legislation and best practice.
- Stay informed of labour market trends, competitor activity, and emerging recruitment technologies to maintain a competitive advantage.
- Responsible for sending all on-boarding documents, including offer letter, Contract of Employment etc, liaising with the Manager to confirm a start date
- To ensure that the on-boarding process is CQC compliant, where references and DBS checks need to be completed in a timely manner and documented.
- There will be the need for the Recruitment Manager to support with some day to day recruitment administration.

Skills & Experience:

- Proven experience managing end-to-end recruitment within a fast-paced, dynamic environment.
- Strong sourcing expertise, with a track record of identifying and engaging passive talent.
- Highly proactive approach, anticipating future hiring needs rather than responding solely to vacancies.
- Experience using recruitment data, analytics, and reporting to influence decisions and measure success.
- Driven by the digital advancements in recruitment technology with experience in implementing successful digital change and with a vision of how this can be improved for the future
- Strong understanding of ATS platforms, with experience implementing, configuring, or optimising recruitment systems and workflows.
- Strong stakeholder management skills with the ability to build credibility and influence at all levels.
- Positive and adaptable, with a track record of supporting teams
- Ability to navigate and lead transformation initiatives within recruitment processes, embracing innovation and agility in response to evolving market dynamics.
- Experience supporting organisation improvement, change and transformation programmes.
- Proven and demonstrated success in employer marketing & branding, talent attraction, and EVP development.
- Creative thinker with a passion for innovation, storytelling, and promoting organisational culture.

- Excellent networking and relationship-building skills, with the ability to establish and maintain external talent communities.
- Strong organisational skills, with the ability to manage multiple priorities while maintaining attention to detail.
- Passion for delivering an outstanding candidate experience and continuously improving recruitment practices.

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement