Recruitment Manager



**Job description**

**Purpose of the Role**

We are looking for a dynamic, experienced, and forward-thinking Recruitment Manager to help build our amazing team. We are, at heart, a people business reliant on the motivation, dedication, and quality of our team. It’s why this position is critically important to the success of our business and the positive impact we can have on the world.

The role will be key to ensuring we have the right team in place by using various recruitment methods to allow us to scale our workforce further. The ideal candidate will have experience in scaling up activities in companies and recruitment of high performing technical/scientific/project management individuals.

We’re a small team with a big mission – to transform the nature of business. We are a team of committed conservation and sustainability experts working on some of today’s greatest environmental challenges. To achieve the impact, we want to see in the world, we need to attract, equip and empower a diverse group of passionate people to work together and pioneer new approaches in the world of business sustainability.

# **Main Responsibilities**

As the Recruitment Manager your key responsibility is to hire the correct candidates that fit TBC's targets and aspirations. Your main responsibilities will include:

* Work in partnership with the Head of People and other business leaders to research and design a consistent recruitment strategy.
* Review the company’s current recruitment processes and suggest how these can be streamlined.
* Review recruitment software and suggest the best option for company needs.
* Research and choose job advertising options which work best for the company.
* Develop suitable metrics and implement monitoring systems to ensure cost and other targets are met and suggest improvements.
* Work closely with hiring managers to define job description and write job adverts for current vacancies.
* Maintain an overview of all applicant journeys and act as a point of contact.
* Work in partnership with the HR Co-ordinator to advertise all vacancies on careers page, job boards and social media networks.
* Filter and shortlist CVs and applications.
* Participate in interviews with job applicants during the various hiring stages, including phone interviews, first and second stage interviews.
* Advise hiring managers on interviewing techniques and provide training/coaching on best practices.
* Work with hiring managers to evaluate candidates based on their interviews and assessment performance.
* Provide candidates with interview feedback as required.
* Assist with elements of the onboarding/induction process.
* Act as first point of contact for all resourcing issues and matters, including third party recruitment agencies.
* Work with the Head of People and other business leaders to improve the employer branding and work on increasing engagement and visibility to attract and retain the top talent.
* Deputise for the Head of People as required.
* Undertake other duties commensurate with the role.

# **Essential attributes and experience**

* At least five years’ experience working in a Talent or similar role in a high growth environment, so you know what good looks like from an operational point of view.
* Experience of building out the recruitment systems and processes for a growing company.
* Influencing and negotiation techniques.
* Highly organised, with solid experience across the Microsoft suite of tools.
* Strong decision-making skills with the ability to work under pressure.
* Substantial experience with social media and other professional networks.
* An understanding of diversity and how this impacts and connects with resourcing .
* Strong relationship building, management and communication skills.
* Experience with (phone and in-person) interviews, candidate screening and evaluation.
* Experience of psychometric recruitment tests.
* Broad knowledge of recruitment and latest recruitment developments.
* Experience of international recruitment.
* Good understanding of Employer Branding strategies.

# **Desirable attributes and experience**

* Experience of implementing recruitment software solutions, including ATS.
* Experience of providing recruitment support in a fast-paced consultancy environment.
* Ability to speak and work in Spanish and/or French.

# **Role details**

* Permanent, full time.
* Salary from £40-£55,000 depending on experience.
* Preferred location: within regular reach of Cambridge, UK.
* We have a flexible approach and would consider home-working arrangements for exceptional candidates.
* Benefits include a non-contractual bonus, 25 days’ holiday, a work pension scheme, life insurance and flexible working opportunities.

# **Application details**

Send the following to: [recruitment@thebiodiversityconsultancy.com](mailto:recruitment@thebiodiversityconsultancy.com)

* Up to date Curriculum Vitae.
* A short application letter explaining your interest in the job, showing clearly how you meet our job and person requirements.

Early applications are encouraged, and we reserve the right to appoint earlier should the right candidate be found. The Biodiversity Consultancy is committed to diversity and inclusion and welcomes applications from all backgrounds.

# **About us**

The Biodiversity Consultancy works with business and finance to integrate nature into sustainability strategy and practice. Since 2006 we have guided clients across sectors and around the world to respond to biodiversity- and nature-related risk and create new ways of working which deliver business value and safeguard our natural environment.

Our team are purpose-driven biodiversity and sustainability experts, trusted by household names, financial institutions, governments, and leading NGOs to deliver strategic guidance and deep technical expertise. From single sites to global systems, we equip our clients with the knowledge, capacity, and tools to create meaningful change and achieve their nature-related goals.

We place a high value on the experience and expertise of our staff and strive to create the conditions for individuals to grow and flourish in a stimulating, collaborative and flexible culture. Personal development is important to us and as such we offer a comprehensive, tailored induction and ongoing in-house and external training opportunities.

At heart we are committed conservationists, who believe we can make more of an impact by working with business. We invest in the environmental leaders of the future through our internship programme and donate 12.5% of our profits to environmental causes chosen by staff. More can be found about our work and our team at [www.thebiodiversityconsultancy.com.](http://www.thebiodiversityconsultancy.com/)

**Role Holder Signature of Acceptance**

**Signed: Date:**