



The Youth Endowment Fund Recruitment Manager (12 months)

Reports to: Assistant Director People and Race Equity

Salary: £45,000

Contract: 12 months contract

Location: Central London, Hybrid*(see below)

Closing date for applications: 8am, Thursday 5th of December 2024

Interview dates: week commencing the 16th of December 2024

About the Youth Endowment Fund

We're here to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.

The Youth Endowment Fund (YEF) is a charity with a £200m endowment and a mission that matters. We exist to prevent children becoming involved in violence. Many organisations have this calling. Our unique role is to identify what approaches work best and put this knowledge in the hands of those who can make a difference.

Over the next year we plan to significantly expand the teams focused on our Change work. As our Recruitment Manager, you'll lead the recruitment process during this exciting period of growth, ensuring we bring in exceptional talent to help us achieve our mission. You'll be working in a small and dynamic People team, collaborating with hiring managers and our Culture Lead.

Key responsibilities include:

- **Understanding YEF and Supporting Line Managers**
 - Build an in-depth understanding of YEF's mission, values, and the unique contributions of each role. Engage closely with hiring managers to gain insights into their teams and the specific skills and experience required.
 - Regularly update hiring managers on recruitment progress, assist with revising job descriptions and ensure recruitment activities align with broader HR processes and organisational needs.

- Create recruitment campaigns that authentically reflect YEF's values, are inclusive and attract a diverse and highly qualified pool of candidates who are passionate about our mission.

- **Inclusive Recruitment & Visibility**
 - Ensure we continue to achieve our Race Equity team goals – ensuring our team reflects the communities we serve. You can read more about our [Race Equity Goals](#) via the link.
 - Provide training and resources to line managers ensuring consistency, inclusivity and alignment with organisational values and behaviours.
 - Promote YEF widely and source brilliant candidates from LinkedIn and other job boards.

- **Selection & Continuous Improvement**
 - Screen candidates for our roles to understand their career aspirations, motivations and discussing suitability for the right positions.
 - Be the People Team representative on our interview panels.
 - Conduct a thorough review of the recruitment process to identify areas for improvement and efficiency.
 - Regularly assess and update the job boards we use, ensuring they align with our diversity and skill sourcing goals.

- **Onboarding & Culture**
 - Support the Culture Lead to maintain a smooth onboarding process with candidates engaged throughout.
 - Supporting with the People Team induction for new starters, including helping line managers to understand their role in building culture.

- **Recruitment Support & Administration**
 - Oversee administrative processes, managing the recruitment inbox, processing applications and office management.
 - Coordinate job postings, application screening, interviews and pre-employment checks.
 - Ensure all candidates receive responses to their application, delivering constructive feedback when appropriate.

Person specification

- **You're experienced in every step of an effective recruitment process.** From planning to candidate outreach, selection, and onboarding, you know what it takes to build a recruitment journey that brings in top talent aligned with our mission and values.
- **You have a knack for spotting great talent.** You know how to find and engage strong candidates, using your expertise and creativity to attract people who are aligned with our mission and values.
- **You're committed to equality, diversity and inclusion.** You believe and act in a way that celebrates and encourages a range of experiences, views and values.
- **You win people over and make everyone feel comfortable.** People tend to warm to you and respect you. You build good relationships with people no matter what level they work at.
- **You're passionate about delivering an amazing candidate experience,** including those that we are not going to offer.
- **You work well in a team and value collaboration.** You're focused on ensuring the team's success and are willing to share ideas, listen and support others. You're not concerned about taking individual credit—as long as the team meets its goals and makes great hires, you're satisfied.
- **You're passionate about culture.** You're deeply interested in the culture and values of an organisation. You understand the impact of recruitment on culture and consider this in your decisions.
- **You're extremely trustworthy and exercise good judgement.** You've got experience dealing with sensitive and confidential information and always maintain the confidence of those around you.
- **You write in a way that people easily understand.** You have that rare skill of writing in plain English ensuring that language used in our JDs and ads are accessible.
- **You're well organised but also really flexible.** You use your organisational skills to work across your team and keep everyone working together to achieve the same goals. You're also very good at adapting to new circumstances.
- **You don't want your days to pass without making a difference.** You want to play a significant part in a charity that is making a difference. You like the idea of doing a job that makes young people safer.

As a member of our People Team, you will embody and be able to demonstrate YEF's core values.

- Empathetic
- Responsible



- Collaborative
- Questioning
- Transparent
- Brave

While it's not a criterion, we're especially interested to hear from applicants who have lived experience of youth violence.

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Additional benefits include

- £1,000 professional development budget annually
- 28 days holiday plus Bank Holidays
- Four half days for volunteering activities.
- Employee Assistance Programme – 24hr phone line for free confidential support

Hybrid Working

The office is based in Central London. Those living in and around London are expected to be in the office a minimum of 2 days per week. If you live outside of London and work remotely, you'll be expected to work from the London office 2 days per month.

To apply

Please click on the "Apply for this" button by xxx. please send a CV and cover letter and complete the monitoring form **by 8am Thursday 5th of December 2024.**



Your cover letter must answer the following two questions, within a maximum of 1000 words:

1. Can you choose one of our values and share an example of a time when you demonstrated it in your work?
2. Describe a time when you changed the way things were done in how candidates were recruited to make it work better.

You'll be required to provide proof of your eligibility to work in the UK.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Your data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

The people we are looking for do not discriminate and we believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.