|  |
| --- |
| **Kickstart Scheme jobs template** |

|  |  |
| --- | --- |
| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job reference**  | Impactful Governance (Gateway) |
| **Job vacancy title** | Trainee Recruitment Consultant |
| **Company name** | O’Rourke Personnel Ltd |
| **Company postcode** | SL1 7JB |

|  |
| --- |
| **Job summary** |
| We are a family run construction recruitment business, we pride ourselves on our service to our clients and candidates. Are you determined, hard working and persevering? Do you have excellent customer service skills? You do not need to have worked in recruitment before but if you have the above skills this could be the position for you! You will be trained as a 360 recruitment consultant, learning every aspect of the job. Daily you can expect to;* Take job requirements from clients, place advertisements, speak to candidates and check their credentials as well as compliance
* Build relationships with clients and candidates both on the phone and face to face
* Be resourceful, finding information and using it
* Working off the crm inputting calls, visits and general administration

No day is the same at O'Rourke, which makes our days exciting!We will speak to you and find out what it is you want to achieve and help you reach that target, that could be gym membership, commission bonus or something else. We are a close team at O'Rourke, we pride ourselves on supporting our staff and each other. What can O'Rourke offer you? well that depends on you! every person has different situations and we offer flexible working hours and targets to suit you. We are all about quality of life and family time and like to work around that We can offer progression, O'Rourke are at a growth stage and whoever comes onboard now will be the future. We are known to have various team building lunches, evenings out If this sounds like the opportunity for you get in touch with us |

|  |
| --- |
| **Essential skills, experience and qualifications**  |
| * Must have an upbeat attitude, proactive work ethic
* Strong communication skills
* Keen eye for detail
* Proactive

Good computer skills essential |

|  |  |
| --- | --- |
| **Hours per week** | **25** |
| **Working pattern**  | 25 hours p/w. Monday to Friday |
| **Hourly rate of pay** | NMW |

|  |
| --- |
| **Employability support** |
|  **Month one of appointment:** Work preparation for *this* roleWeek 1 – session 1 Work Readiness Welcome to your new role* Working in different sectors
* Organisation types
* Achievement

Week 1 – session 2 Structures of organisations Expectations of the role* What employers need.
* Structures and reporting
* Leadership models
* Research on how we work
* Team work and individual roles

Week 2 – session 3 Applying yourself The wider community and your role in it* Emotional rewards or work
* Team roles
* Empathy in the workplace
* Interview skills
* Behaviours

Week 2 – session 4 Communications Communication & Action Planning* Conversation cycle
* Learning styles
* Voicing concerns the right way
* Inclusive practices
* Active listening
* Action Plan

**Month five of appointment:** Preparation for the *next* job (Job readiness)Session 5 & Session 6 Mentoring & Coaching* Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role.
 |

|  |  |
| --- | --- |
|  | **If your vacancies are in more than one location, please complete a separate row for each** |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| Office 5 Kylna Business Centre | **1** | 15/11/21 | 50 | yes | Wood Lane End,Hemel Hempstead, Hertfordshire HP2 4BF | Emma Cooper07904 092 755 emma@orourkepersonnel.com | 17/12/21 | CV by email & interview appointment time to be agreed with employer by phone. | 22-11-21 |

September 2021
v.17