About us...

Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

Job purpose:	- Taking responsibility for sourcing candidates, managing campaigns, maintaining recruitment systems and ensuring a positive candidate experience from application to onboarding. - Ensuring recruitment processes are compliant, well-structured and delivered to a high standard.
You'll report to:	- Talent Acquisition Specialist
Your hours:	- 37.5 hours per week (FTE)
Your relationships:	- SME's, managers and colleagues across the Society. - Colleagues from across Lincolnshire Co-op, including People, Learning and Development, Communications, Health, Safety and Security among others. - Customers, clients, suppliers and stakeholders from local community groups.
What you'll bring to us:	- Proven experience supporting recruitment in a high-volume, multi-site environment would be desirable but isn't essential. - CIPD qualified (or working towards accreditation), or relevant recruitment qualification with an up-to-date knowledge of employment law would be beneficial but full training will be provided. - Good understanding of recruitment legislation and best practice, including GDPR and right-to-work requirements. - Familiarity with Applicant Tracking Systems (ATS) platforms would be advantageous. - Excellent planning and organisational skills, with a high level of attention to detail. - Ability to manage competing priorities in a fast-paced, deadline-driven environment. - Excellent communication skills, both written and verbal, with confidence in interviews and meetings. - Understanding of Society policies around data protection, inclusion and belonging. - Experience supporting hiring managers and working with recruitment suppliers and job boards. - Resilience, adaptability, and a pro-active approach to problem-solving. - Full UK driving licence and access to a vehicle for business use.

Together we are

- Providing and supporting valued services
- Helping to grow the local economy
- Caring for our health and wellbeing
- Looking after our local environment

Your Purpose – I will contribute to my team and the Society's ongoing success in this role by…

Your duties and responsibilities:	- Supporting full-cycle recruitment for entry level roles, including some management positions and professional specialists across the Society. - Writing compelling and targeted job descriptions, adverts and interview questions for all positions, ensuring tone, reach and employer brand alignment. - Sourcing candidates through job boards, social media campaigns and other external partnerships. - Screening and shortlisting applications based on both experience and values fit, providing informed recommendations to hiring managers. - Completing any administration relating to the effective processing and onboarding of new colleagues, including all right-to-work requirements. - Advising on interview structures and participating in selection panels to ensure consistency, compliance and quality in hiring decisions. - Supporting the development of talent pipelines for key roles, maintaining warm candidate pools for succession planning and urgent resourcing needs - Using the ATS to manage campaigns, track progress and generate reports on key recruitment KPIs. - Providing hiring managers with ATS training and support, ensuring consistent data use and positive user experience. - Working closely with the Talent Acquisition Specialist on recruitment strategy and continuous improvement initiatives for all hiring levels. - Ensuring compliance with employment law and internal policy throughout all recruitment activity, with particular focus on GDPR and eligibility to work. - Delivering excellent candidate experience from application to onboarding, maintaining clear communication and timely feedback. - Contributing to the ongoing improvement of employer brand materials, including careers site content and candidate communications. - Attending industry or careers events as a representative of the Society when required, promoting leadership opportunities and the Society's values. - Contributing to diversity and inclusion efforts by applying inclusive language, promoting equitable hiring practices, and supporting underrepresented talent pools. - Participating in weekly recruitment performance reviews, sharing campaign outcomes, sourcing success and recommending refinements. - Working collaboratively across the People Team, sharing recruitment knowledge and supporting business-as-usual activities or strategic resourcing projects as required.

Together we

- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be trustworthy by:	- Following recruitment processes with care, accuracy, and confidentiality. - Ensuring records, documentation, and candidate communication are handled professionally and responsibly. - Upholding the Society's values and legal responsibilities throughout the recruitment cycle. - Building confidence with colleagues and candidates through consistent and reliable service.
I will be helpful by:	- Supporting hiring managers with campaign logistics, candidate communication, and systems training. - Offering practical, timely responses to recruitment queries and requests. - Contributing to team goals through collaboration and a solutions-focused mindset. - Responding positively to feedback and using it to improve service delivery.
I will be respectful by:	- Treating all candidates and colleagues with fairness, empathy, and courtesy. - Championing inclusive hiring practices in line with Society policy and values. - Adapting communication style to suit different people and situations. - Valuing the contribution of others and fostering positive working relationships.
I will inspire others by:	- Showing pride in the candidate experience and striving to improve it. - Taking initiative to improve how recruitment campaigns are delivered. - Contributing ideas that enhance processes, tools, or candidate communication. - Promoting the organisation positively when representing it externally.
I will value people by:	- Playing an active and visible role in helping the Society recruit talented people. - Taking ownership of recruitment tasks and delivering them to a high standard. - Recognising the importance of each candidate's experience. - Demonstrating professionalism and commitment in all aspects of the role.
I will empower others by:	- Using available systems and tools confidently and effectively. - Taking responsibility for own development and learning. - Supporting others through knowledge-sharing and practical guidance. - Looking for opportunities to improve processes and ways of working.