



JOB DESCRIPTION

Job Title	HR Project Manager (Recruitment)
Department	People and OD
Reporting to	People and OD Lead
Line Manages	NA
DBS/BD/PVG:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Location	Hybrid working in Avonmore Road, London W14 8RR (4 days per month in the office) or Homebased

About Independent Age

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

Purpose-driven - *the experience, needs and views of older people are central to everything we do*

Compassionate - *we listen, care and take action*

Expert - *our work is evidence-based and solution-focused*

Collaborative - *we work in partnership to maximise our impact*

Accountable - *we work with integrity and transparency*

Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work
- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong
- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery
- commit to setting minimum target indicators for diversity and regularly review progress
- collect data to enable us to track our progress
- be publicly accountable and transparent about our progress
- use our influence to proactively champion the principles of EDI internally and with external partners
- continuously improve, adopt best practice and learn from and share with others

Job Purpose

To review and improve our recruitment practices to ensure they promote equity, diversity and inclusion and enable us to effectively recruit staff and volunteers.

Key Responsibilities

- Create and execute a project plan covering the review and improvement of all aspects of recruitment and selection to ensure processes are equitable, inclusive and promote diversity
- Work closely with colleagues in the HR team and the Volunteering team, as well as colleagues across the charity
- Drawing on research, expertise and best practice, ensure that role descriptions, advert templates, application processes and interviewing and selection techniques are free from bias and do not create any barriers
- Review and improve candidate sourcing mediums and mechanisms to ensure diverse candidate pools
- Work with our recruitment system provider to make necessary changes to the system
- Develop management guidance documents and work with the Learning and Development team to design and deliver training on new processes and procedures
- Implement monitoring at different stages of the recruitment process
- Implement positive action to address any imbalance of opportunity
- Determine and implement appropriate quality standards / accreditations
- Redesign our recruitment and volunteer pages on the website and support with the development and promotion of the employer brand

General Responsibilities

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

PERSON SPECIFICATION

- Ability to successfully take a project from conception to execution
- Excellent understanding of Equity, Diversity and Inclusion
- Experience of HR and recruitment and selection practices
- Experience of using recruitment software
- Excellent IT skills including Microsoft applications such as Teams
- Experience of using a variety of tools to attract candidates
- A demonstrable passion for, and affinity with, our cause