



Job title: Recruitment Co-ordinator (State and grammar schools)

Reporting to: Senior Account Manager

Introduction:

Raleigh International is an educational charity which runs adventure and challenge expeditions for people of all ages, backgrounds and nationalities, enabling them to develop skills and confidence whilst contributing to worthwhile community and environmental projects.

Raleigh International aims to increase the number of young people it works with through new channels and products and the recruitment team will play a pivotal role in achieving this goal.

Responsibilities:

The role will be part of the Sales and Marketing team which aims to create awareness of and encourage participation in Raleigh International's core expeditions. The team's role is dedicated to building relationships with schools, universities and other organisations across the UK and internationally in order to encourage referrals onto the core expeditions or the commissioning of bespoke expeditions. This role will specifically focus on recruiting and following up enquiries from young people from state schools.

Main duties will include:

- Developing a recruitment plan to increase the number of participants from state and grammar schools in our expeditions
- Organising and delivering presentations to and attending careers fairs for groups of young people from state schools across the UK
- Building relationships with head teachers, career advisors, heads of sixth form and other potential advocates for Raleigh International within those schools
- Building relationships with local education authorities and other organisations that play a key role in the decision-making of state schools
- Co-ordinating, marketing and delivering Raleigh open events
- Engaging previous Raleigh participants to provide volunteer support to our recruitment activities
- Handling incoming and following up on enquiries from potential participants
- Maintaining accurate and detailed records of contact with all target schools and potential participants
- Contributing to the development of internal systems and processes

- Supporting the overall recruitment team with general administrative duties as required
- Sharing in the regular reporting of statistics to Senior Management
- Sharing best practice, ideas, learnings and successes within the team and organisation-wide to maximise the effectiveness of recruitment activities and evidence team ownership of recruitment

Person Specification

Essential experience and skills:

- Previous participation in a Raleigh expedition
- Commitment and passion to the aims and ethos of Raleigh International
- Knowledge of a customer service environment
- Excellent written and verbal communication skills, in particular a confident phone manner
- Experience of delivering presentations to groups of people
- A self starter with the ability to organise and prioritise your workload
- Be results-driven, self confident, mature, flexible and enthusiastic with a good sense of humour
- Competent with Information Technology

Values, Behaviours, Competencies

Raleigh's core values are Drive, Courage, Integrity, and Discovery. Our staff are expected to be passionate about and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary.

We are also results driven, committed and self motivated to achieving targets and embracing accountability for our own actions.

Other Information

The **salary** for the post will be circa £18k, which is a graduate entry level position at Raleigh

The **holiday** entitlement is 25 working days per year, plus bank holidays

Normal **office hours** are Monday to Friday, 9.00 - 5.00, however this role includes travelling away from the office and working some weekends/evenings either at events or exhibitions, or to do phone follow ups. A minimum of one Saturday every 2 months, 2 evening events per month and one evening per week for phone calls until 7pm will be required to meet the business needs. There is a Time Off In Lieu policy in place at Raleigh which you will be given on your first day of employment.

Raleigh operates an excellent **training and development policy**