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| **Job Title** | Recruitment Partner |
| **Department** | People Team |
| **Business unit** | Restore Datashred |
| **Location** | Flexible |
| **Hours Per Week/days** | 37.5 |
| **Reports to (direct)** | Recruitment Business Partner |

###### MAIN PURPOSE OF JOB

The main purpose of this role is to deliver a professional, efficient and proactive recruitment service to Restore Datashred, Restore Harrow Green and Restore Plc. As a Recruitment Partner, you will be responsible for managing the end-to-end hiring process for a wide range of roles across 20+ sites, supporting both operational and support functions.

This includes sourcing and attracting high-quality candidates for high-volume frontline roles (such as drivers and warehouse operatives), as well as back office and leadership positions. You’ll work closely with hiring managers and People Business Partners to understand workforce needs, provide recruitment expertise, and ensure the right people are brought into the business at the right time.

This can at times be a fast-paced role where you will typically manage 15–20 live vacancies, with the ability to scale up to 30 as required. You’ll need to be confident working autonomously, engaging with stakeholders at all levels, and prioritising effectively. You’ll also play a key role in enhancing the candidate experience and protecting our employer brand through every stage of the process.

###### KEY ACCOUNTABILITIES

**End-to-End Recruitment Delivery**

* Manage the full recruitment process from vacancy briefing through to offer acceptance and onboarding
* Write and post engaging job adverts tailored to the audience and role requirements
* Proactively source candidates using a wide range of methods including job boards, CV databases, LinkedIn, referrals, direct approaches and headhunting
* Screen CVs and conduct telephone screening calls to assess suitability
* Coordinate interviews between candidates and hiring managers, supporting with prep and feedback
* Make and negotiate offers
* Keep candidates informed throughout the process, ensuring a smooth and positive experience

**Stakeholder Management**

* Build strong and trusted relationships with hiring managers across all levels of the organisation
* Provide expert recruitment advice and support to managers
* Influence and manage expectations around timelines, role requirements, and candidate availability
* Attend site visits and in-person meetings as required to deepen understanding of operational needs (1–3 times per month with at least one week’s notice)

**Strategic Recruitment Activity**

* Develop and maintain talent pipelines for repeat or hard-to-fill roles

**Candidate Engagement & Employer Branding**

* Ensure every candidate receives a professional, timely and respectful experience
* Promote Restore’s values and culture throughout the recruitment process
* Represent the business at job fairs, open days, and industry events where appropriate
* Champion inclusive and fair hiring practices, helping to promote diversity across the business

**Compliance & Administration**

* Ensure all recruitment activity is compliant with company policies and relevant legislation
* Maintain accurate records within our applicant tracking system
* Maintain confidentiality and GDPR standards at all times

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Proven experience in internal recruitment or agency-side delivery, ideally across volume and specialist roles
* Strong organisational and time management skills, with the ability to juggle multiple priorities
* Excellent communication skills, both written and verbal
* Confident stakeholder engagement and influencing abilities
* Strong candidate management and relationship-building skills
* Experienced in proactive sourcing, headhunting and talent pooling
* Comfortable using ATS platforms
* A flexible, solutions-focused mindset with a positive and proactive attitude
* Willingness to travel to sites 1–3 times per month

\*\*\* The above is not an exhaustive list but an outline of key responsibilities. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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| **APPROVALS:**  **Manager**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  Date:……………………………………………… |

**NB. The Company reserve the right to amend or update this job description as the demands of the business develop.**