

Job Description - AAW People Search Consultant

About the AAW Group

Formed in 2016, the AAW Group is a full-service global strategy, fundraising and executive search consultancy, working with non-profits in the UK and around the world.

About AAW People

AAW People has rapidly built a reputation as the go-to recruitment consultancy for securing leadership roles in the non-profit sector.

We create that unbeatable offering for our clients and candidates by combining our founders' strategic insight, personal track records and extensive networks in the third sector with some of the best and most highly-respected recruitment consultants in both the charity and commercial sectors.

We provide three main services, Executive Search (search and recruitment of leadership roles for the charity sector), Interim Search (provision of short term staffing) and Permanent Search (recruitment of middle managers and officers for the charity sector).

Location

AAW's office is at Holborn Studios, 49-50 Eagle Wharf Road, London, N1 1ED. We operate a flexible approach to where our staff members are based.

Hours

Full time – 35 hours a week

Salary

£27,000 p.a. + 3% Pension

Job Purpose

To support the Senior Search Consultant with key aspects of AAW Executive Search, AAW Interim and AAW Permanent services.

This role works within the AAW People business unit of the AAW Group.

Although the primary work for the role is within the AAW People unit there will also be opportunities to work across the business on an ad hoc basis.

Reporting Lines

Report to Senior Search Consultant

Responsibilities and Duties

- Maintain an up-to-date register of candidates, and support candidate communications - ensure that the candidate database is regularly updated, cleansed and managed
- Support the growth and development of the recruitment candidate pools, particularly Interims.
- Where appropriate, respond to new, speculative candidates and conduct an initial screening in order to add them to the database.
- Assist with the logistics of Interim interviews, communications and administration as required.
- Ensure excellent candidate communications and service and appropriate, regular contact with candidates, particularly Interims.
- Co-ordinate the referencing of Interim candidates, right to work status, and co-ordination of Interim contracts and the associated administration.
- Review relevant jobsites and collate information for the AAW People team concerning which charities are recruiting.
- Posting job adverts on external job boards, and handling initial advert response where appropriate
- Provision of excellent candidate support and communication to ensure a positive experience of AAW at all times.
- Assist with interim invoicing and chasing of overdue invoices - debt-collection duties, chasing payments and invoices, and accounting assistance.
- Carry out any other tasks and activities as requested by the AAW SMT.

Qualifications and Skills

- Experience of a sales and/or customer service environment
- Experience in and/or knowledge of recruitment or HR would be highly advantageous
- Knowledge or experience in the not-for-profit sector would also be advantageous
- Experience and knowledge of Customer Relationship Management systems, databases
- Ability to meet deadlines in a challenging and pressurised environment
- Strong administration skills
- Strong IT skills including in Excel
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Excellent customer service skills and standards

Personal Qualities

- Energy, enthusiasm and drive
- A strong, flexible and positive work ethic
- Eager to learn and be part of a young, growing organization
- A willingness and desire to be flexible, adapt and change as the business requires

The AAW Group is strongly committed to diversity, equality and inclusion and welcomes applications from those who come from Black, Asian, ethnic minority and/or other under-represented groups.

How to apply

Please send your CV and Covering Letter to talent@aawpartnership.com