



JOB DESCRIPTION – Recruitment Manager & *FSP Co-ordinator

JOB DESCRIPTION: Recruitment Manager & FSP Co-ordinator

Responsible to: Senior Management Team

Location: Based from the Lincoln office but travelling as required across Lincolnshire

OVERALL PURPOSE OF THE JOB:

1. To oversee the recruitment and selection process to ensure Home from Home Care Limited attracts and recruits suitable applicants for identified vacancies.
2. To undertake the recruitment of Agency Staff for our Agency HFHC Midlands and be on call outside normal hours.
3. Co-ordination of the allocation and rostering of FSP, Multibase, Relief and HFHC Midlands staff

MAIN RESPONSIBILITIES:

Recruitment:

- Develop and oversee the implementation of recruitment strategy to ensure staffing needs are met within the Homes, Multibase, Relief and HFHC Midlands.
- Carry out research to benchmark and identify best practice within resourcing and recruitment within the fields of social care.
- Place external advertisements using appropriate media for external advertisements. Place internal adverts for job and promotion opportunities.
- Screen, shortlist and match applications to identify the most suitable applicants for jobs.
- Interview and test potential recruits and appoint staff in consultation with Home Manager and clients of HFHC Midlands ensuring a pool of people ready to fill vacancies and cover planned and unplanned staffing requirements.
- Ensuring that the right staff are allocated to staff roles taking into account Core Teams
- Undertake checks to ensure eligibility to work in UK, and evidence suitability through reference checks etc.
- Ensure qualifications – vocational or academic meet with standards required for various job roles.
- Working closely with the Operations Manager, HR Manager, Senior Management Team, Administration Team at Langton House and Wells office.
- Update Job Descriptions and Person Specifications around roles and core teams.
- Produce monthly reports for Senior Management Team as necessary with regards to KPI's.
- Contribute to monthly management meetings
- To represent Home from Home Care Limited at all times in a professional manner



FSP Co-ordinator Role:

- Liaise with all Home Managers & Clients to HFHC Midlands on staffing requirements, immediate and longer term around Core Teams.
- Co-ordinate the immediate and longer term rostering of the FSP staff.
- Allocate and roster Multi Base staff ensuring contractual hours met.
- Co-ordinate on-call support providing out of hours management support between 7.00 a.m. & 10.00 p.m.
- Manage HFHC Midlands – supported by HR manager and Senior Management Team from HFHC.
- Manage HFHC Midlands rosters and staff allocations.
- Manage and develop services of 3rd Party Agency requirements.
- Ensure HR consistency in relation to terms and conditions of employment, policies and procedures, pay and travel rates.
- Develop and create protocols to ensure consistency in work bases and role changes.
- Ensure Supervisions are met.
- Co-ordinate and ensure attendance of Staff Meetings.
- Allocate staff for Training, Courses etc.
- Oversee Sickness Absence, Holidays and Travel Claim authorisations of staff from HFHC Midlands, Multi base and Relief staff.
- Develop strategies and manage transportation of staff to ensure the ability to undertake allocated roles.

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned above.

This job description does not represent a Contract of Employment.

*FSP – Focus Support Programme.

Home From Home Care

Home From Home Care (HFHC) is the largest parent led provider of residential care in the country, providing needs led support to young people and adults with a learning disability and additional complex needs. The organisation was created by the de Savary family who are passionate in their belief that individuals should be supported and not simply cared for.