

## Recruitment and Operational Support Coordinator

Job Title:	Recruitment and Operational Support Coordinator
Hours:	30 hours per week (Flexible working available – Min 4 days)
Contract:	Permanent
Responsible to:	HR Manager
Based in:	Oldham with a requirement to work across our footprint
Salary:	£15,500 (Grade 2)
Reference Number:	ROSC

### Information about the role

We are looking for a Recruitment and Operational Support Co-ordinator to support our Human Resources department and work alongside the HR Manager and HR Administrator.

The main duties include providing full end-to-end administrative support, for Managers with both internal and external recruitment processes for employee and volunteer positions. Primarily responsible for recruitment administration including posting job adverts, arranging interviews, creating offer letters, requesting references, setting up employee profiles, requesting system access as appropriate and overseeing compliance with current employment legislation.

Additional duties will include overseeing all aspects of Health and Safety and maintenance for 3 sites, with direct Line Management responsibility for 2 in house cleaners and an external cleaning contractor.

### Who we are:

We are a flexible and fast-moving charity delivering mental health services across part of Greater Manchester. Our aim is to continue to provide the best quality local mental health services in prevention, early intervention and primary care; alongside empowering individuals and our communities to live well. We offer various services across the community and to individuals aiming to improve wellbeing and raise awareness around the importance of mental health support.

### Why choose Tameside, Oldham and Glossop Mind?

1. We offer a dynamic, stimulating environment that embraces change and is open to new ways of working.
2. We provide a real opportunity to influence meaningful change within our society and for you to contribute your expertise to this process.
3. We maintain a strong commitment to ethical standards of working within a socially inclusive environment.
4. We offer ongoing training and development to all staff and volunteers, enabling you to gain qualifications and expertise in mental health and therapeutic interventions.
5. We offer a degree of flexibility around working hours, balancing work and personal commitments.
6. Other benefits include 25 days plus public holidays, a 5% pension contribution and a discount in our café.

Ready to apply? We'd love to hear from you.

1. [Read the job description and person specification.](#)
2. [Download and complete an application form.](#)
3. [Upload your application here.](#)

**The closing date for applications is 5<sup>th</sup> February 2020.  
Please contact [hr@togmind.org](mailto:hr@togmind.org) with any questions.**

As we have limited staff resources we only provide candidates with feedback following interviews.

Please forward this position to anyone you feel may be interested.