



Recycling Lives (Social Enterprise) Limited
Recycling Lives Centre, Essex Street,
Preston, Lancashire, PR1 1QE

Role: Resourcer / Account Manager / Recruitment Co-ordinator

Location: Based in Preston, Lancashire with potential for national travel.

Salary: Up to £26,000

About Recycling Lives (Social Enterprises) Ltd

Recycling Lives Social Enterprises (RLSE) is a national leader in the criminal justice sector, delivering rehabilitation and residential programmes to reduce reoffending and homelessness. We work with individuals with histories of offending, substance misuse, mental illness, homelessness, and long-term unemployment. We deliver structured, supportive programmes to allow participants to overcome personal problems and develop skills, confidence, and resilience to move into work and stable housing. We also run a community café in Preston and are responsible for the operation of the FareShare Regional Centre for Lancashire and Cumbria, redistributing surplus food to communities in need throughout the region.

The Role: To support our Employer Engagement Manager with the account management of new and currently engaged employers. To generate new employment opportunities for our participants. To complete general administrative duties required to get the best outcome for participants enrolled on any of our prison or community-based programmes. To provide advocacy, information, advice, and guidance to participants and enable them to secure employment.

Key Responsibilities:

- Generating new business links and establishing professional relationships in a variety of employment industries
- Connecting with candidates to understand their needs
- Source suitable employment opportunities nationwide for participants through a variety of methods including cold calling, referrals, job board advertisements, company website applications, company database, networking and social media
- Liaise with Housing and Employability Co-Ordinator's to screen and submit candidates to appropriate clients and manage the end-to-end recruitment process from requirement to placement
- Be a first point of contact for both clients and participants and deal with any queries or issues that may arise
- Where appropriate, check candidate CV's and reformat if required. Provide interview preparation and also disclosure advice to a high professional standard
- Manage candidates on our in-house CRM system ensuring accurate records are kept up to date at all times
- Administrative duties such as adding job descriptions, vacancies, work placements and contacts on to the CRM system
- Attend client meetings where necessary
- Arrange and coordinate interviews, meeting and tours of establishments
- Build and maintain relationships with internal and external stakeholders

- Work with the wider RLSE team and provide crossover cover where necessary
- Manage data securely and in line with legal and system requirements
- Find ways to continuously improve service delivery and own performance
- Any other duties required by senior management

Person Specification:

Essential

- Excellent communication and people management skills including the ability to motivate and empower others
- Ability to prioritise and organise your own workload effectively
- The ability to work towards targets and deadlines
- Commercially focused and results driven
- A keen social conscience and a desire to go the extra mile to help those in need
- Confidence, resilience, flexibility and ability to work under pressure.
- Fluent user of ICT and the ability to work with new software as required
- Working knowledge of the employability sector
- Flexible approach to work including willingness to travel and work occasional unsociable hours.
- Ability to adapt within a fast-paced, ever-changing work environment.
- The ability to maintain accurate records

Desirable

- Previous Sales/Customer Service or Account Management experience
- Previous experience working within a welfare setting
- Has project management/administration experience
- Working knowledge of the justice sector
- Relevant qualifications
- In date prison (NOMS) vetting
- Experience with bespoke CRM's such as Salesforce
- Knowledge of the issues affecting individuals with multiple barriers to progressing to and sustaining employment

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Successful applicants will be subject to a 6-month probationary period and will have to undergo MOJ vetting procedures. Failure to pass this vetting will result in termination of the contract.

If you are interested in applying, please send your CV to Amanda@hbpeople.co.uk for a confidential discussion call 01704 336271