

Directorate

Corporate services

Team

People and organisational development team

Reporting manager

HR advisor

Our charity

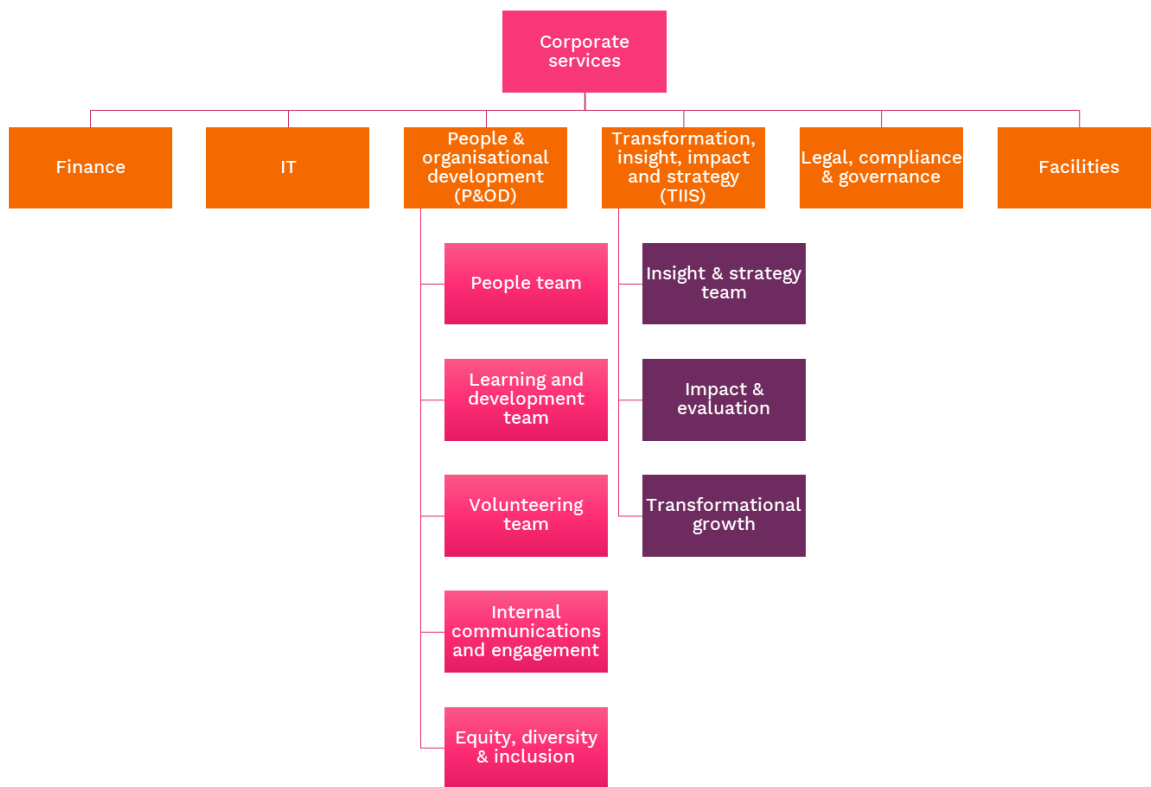
We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The corporate services directorate provides professional support services for the organisation. Our role is to enable teams to achieve our strategic objectives and accelerate impact towards our long-term goals. We do this through legal compliance, business planning, people and organisational development, impact evaluation, insight gathering, strategy development, professional dealings with internal and external stakeholders, and by following good business and sector practice. The directorate is made up of the following teams:



The role of the P&OD team is to support the charity with recruitment and selection, onboarding, reward and recognition, HR policy and procedure, employee relations, performance management and talent and career management. P&OD also includes learning and development, internal communications and engagement and works to support our commitment to equity, diversity and inclusion.

Job purpose

To provide a professional and comprehensive administrative service to the people team, supporting with Breast Cancer Now's recruitment and selection processes and campaigns.

To be the first point of contact for recruitment related queries from managers and candidates and direct them where possible to the relevant team member.

To become familiar with and develop an understanding of Breast Cancer Now's applicant tracking system (ATS) and advertising platforms.

To assist with the uploading of vacancies and supporting information onto our online advertising platforms.

To work closely with the people team in tasks specifically relating to recruitment and selection.

Key tasks and duties

- To support the people team with the administration associated with Breast Cancer Now's recruitment campaigns. This includes providing guidance to managers on Breast Cancer Now's ATS.
- To become familiar with the recruitment and selection policy and procedure to ensure tasks are completed in line with our recruitment practices.
- To ensure the correct branding and formatting is applied to all Breast Cancer Now recruitment and selection literature, including adverts and job descriptions and any documents associated with a campaign's selection process. This involves proof reading and raising any inconsistencies with the recruitment coordinator and HR advisors.
- To assist the people team with the uploading of all approved vacancies and supporting information onto appropriate online advertising platforms.
- To assist with managing the recruitment inbox, responding to any queries that are sent to the inbox and prioritising as necessary within our agreed SLA.
- To support recruiting managers and the people team with the administration relating to the shortlisting process and raise any potential concerns. To notify the people team where an internal candidate has been shortlisted for a role.
- To work with the people team and recruiting managers to coordinate interview dates and times with shortlisted candidates.
- To work with the people team to ensure unsuccessful candidates are notified accordingly and in a timely and sensitive manner.
- To work closely with the recruiting manager to arrange and provide any feedback requested following an interview.
- To ensure all electronic filing systems relating to recruitment and selection activity are up-to-date and accurate and when necessary, archived as appropriate. This includes the ATS, recruitment tracker, recruitment folder and the master folder of job descriptions.
- To liaise with the HR coordinator as necessary regarding the commencement of the onboarding process.
- To provide cover for appropriate tasks in the absence of the recruitment coordinator as and when required.
- Adhere to all Breast Cancer Now's policies and procedures.
- Undertake any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of working in an administrative role within an HR or recruitment function	x	
Experience of recruitment processes and procedures	x	
Experience of using industry standard software packages (Word, Excel and Outlook)	x	
Experience of using an administrative system or database	x	
Experience of working in a customer-facing role	x	x

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent written and verbal communication skills	x	x
Ability to learn software packages to support own work		x
Ability to work accurately and with due care and attention	x	x
Ability to prioritise your own work and meet deadlines	x	x
Ability to organise and plan your work as necessary		x
Ability to build and maintain professional relationships quickly	x	x
Ability to work unsupervised and use initiative		x
Ability to work as part of a hybrid team		x
Ability to show tact and discretion when dealing with sensitive and confidential information		x
A commitment to equality, diversity and inclusion	x	

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Understanding of the principles of data protection and GDPR	x	x
Understanding of the importance of maintaining confidentiality	x	x

Role information

Key internal working relationships

You'll work closely with the following:

- HR advisors
- Recruitment coordinator
- HR coordinator
- HR and organisational development manager
- All members of the P&OD team
- All other staff

Key external working relationships

You'll work closely with the following:

- External stakeholders relevant to the role

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in Ibex House, 42-47 Minories, London EC3N 1DY (open Monday to Thursday)
Induction	It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-

	paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as and for example, your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated July 2024

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity