

DRAFT Talent Acquisition Manager – Cazana and Car & Classic

Summary

Responsible for all recruitment efforts within Cazana and Car & Classic, working closely with the People Director, you will build, manage, harness and nurture the talent pipeline for both companies.

Using our awesome ATS, Recrutee, you will take full end to end responsibility for our recruitment campaigns. You will be responsible for spec'ing, posting, sifting and first stage interview for most vacancies we look to fill. You will also have access to Indeed and Reed databases so that you can proactively approach talent, as well as relying on large numbers of incoming quality applicants.

Your success will be measured on

- Time to hire for each vacancy
- Applicant conversion rates through each stage of the process for each vacancy
- Number of successful placements passed probation
- Feedback from the hiring managers that you will be working with

Supporting our hiring managers will include things such as working together to spec roles, sifting & interviewing using the manager's criteria, scheduling interviews with the managers and wider team, arranging for candidates to complete skills assessments, and feeding back to candidates at each stage of the process.

Reporting line

You will be reporting into the People Director and will also be working with the Office Manager/ EA on some of the more administrative parts of your role. You will however have a high level of exposure to most people within the business due to the nature of your role.

Role and responsibilities

Your main roles will be:

Job scoping

- Working with the People Director and business managers to fully scope out hiring needs and vacancies
- Writing attractive, and on tone Job adverts to attract the best talent
- Establishing a projected time to hire to target for each role
- Establishing an ad spend and attraction budget for each role.

Candidate attraction

- Advertising roles via our ATS system, Recrutee
- Managing and staying within the established advertising budget for each vacancy
- Pro-actively reaching out to talent via Indeed, Reed, LinkedIn and your own networks
- Working with the People Director on leveraging the Vision, Mission and Values to build an exciting, and sustainable employer brand
- Working with dev and technical teams to build recruitment networks for what are traditionally challenging vacancies to fill.

Pipeline management

- Sifting and screening candidates based on job criteria, as well as company values
- Scheduling different stage interviews, including 121 interviews with managers, group interviews with teams, and task-based test issuing and follow up
- Keeping each role within targeted time to hire
- Monitoring which sources for candidates have the highest conversion rate for vacancy types, and using this knowledge to better advertise, and thus improve conversion rate long term whilst reducing advertising spend.

Candidate onboarding

- Working with the People Director and Office Manager/ EA to ensure all successful candidates received personalised offers and onboarding experiences.

You must have:

- Experience successfully recruiting multiple roll types simultaneously
- Experience successfully recruiting developers, and technical roles of all types
- Experience using CV databases, and LinkedIn to proactively find talent

- The ability to represent the brand and company well in every interaction with candidates, at every stage of their journey
- Strong interpersonal skills, with high emotional intelligence
- Strong interviewing and questioning skills
- A passion for the numbers, and the fine-tuning of talent attraction
- Experience using ATS solutions to drive an automated recruitment process
- The ability to work with, understand and influence hiring managers across the different functions within the business.

It would be nice for you to have

- Experience hiring within the automotive/ mobility sector
- A passion for cars, or disruptive technology, or both
- An established talent network that you are able to tap into when you start
- Internal recruitment experience working for a brand similar in nature to either Cazana or Car & Classic.

What do you get?

- Base salary offering of £30,000 - £35,000 dependant on experience
- Cash bonus placement fee for each vacancy successfully filled beyond probation
- All the equipment you need to get the job done
- The ability to work where and when you want in order to get the job done (remote and flexible working welcome)
- A central London office and meeting space to use when you need it
- Cycle to work scheme
- 25 days holiday, all bank holidays off and any period of closure over Christmas also paid.
- Learning and training supported
- Ability to make your mark on a fast-growing start-up that is disrupting a huge (£34Bn annual) industry.