



## Job Profile

**JOB TITLE:**

Senior Advisor – Recruitment and HR

**REPORTS TO:**

HR Business Partner

**JOB PURPOSE:**

The Senior Advisor – Recruitment and HR plays a dual role, providing high quality HR advice and casework support alongside coordinating and delivering end to end permanent and temporary (agency) recruitment activity across GamCare. The balance within the role will be determined by recruitment needs across the charity at the time, with recruitment activity taking priority.

The post holder will act as a trusted advisor to managers and employees, ensuring the fair, consistent and legally compliant application of HR policies and procedures, while also partnering with hiring managers to attract, select and appoint the right people through inclusive, effective and candidate focused recruitment processes.

Working closely with the wider People and Organisational Development (POD) team, the role contributes to the continuous improvement of HR and recruitment systems, processes and practices to support GamCare's mission and values.

**DIMENSIONS:**

- **Direct Reports:** n/a
- **Budgets:** oversight of recruitment budget

**INTERNAL AND EXTERNAL CONTACTS:**

## Internal:

- Advises and supports all employees and managers across GamCare on HR policy, employee relations and recruitment matters
- Liaises with Finance colleagues to track recruitment and vacant posts
- Responds to HR and recruitment queries from employees
- Works collaboratively with POD colleagues on projects and service delivery

## External:

- Acts as a key point of contact for job applicants
- Liaises with recruitment agencies, advertising providers and the Applicant Tracking System (ATS) supplier
- Maintains relationships with HR suppliers including EAP, Occupational Health and HR systems providers

## **OVERALL ACCOUNTABILITIES:**

### **HR Advisory & Employee Relations**

- Provide timely, accurate and pragmatic HR advice to managers and employees on the application of HR policies and procedures, ensuring fairness, consistency and legal compliance.
- Support and advise line managers through informal and formal stages of employee relations processes, including absence management, investigations, family leave and other policy areas.
- Oversee absence management processes, producing regular reports, supporting managers and coordinating Occupational Health referrals where appropriate.
- Maintain oversight of all staff digital records and HR data, ensuring accuracy, confidentiality and compliance with data protection principles.
- Ensure accurate and timely notification of starters, leavers and contractual changes to Finance to support the monthly payroll cycle.

### **Recruitment & Selection**

- Coordinate and deliver end to end recruitment activity for new and replacement roles, ensuring a smooth, timely and cost effective process with a strong candidate and hiring manager experience.
- Supporting managers with departmental resource continuity planning, sourcing additional resources in emergency situations.
- Support hiring managers with role scoping, writing inclusive job profiles and adverts, and working collaboratively to establish selection approaches aligned to best practice and ED&I principles.
- Hold a key role in engaging candidates in the recruitment and on-boarding process to support the retention of new starters at GamCare.
- Manage recruitment campaigns within the Applicant Tracking System (ATS), ensuring data is recorded and reported accurately.
- Coordinate shortlisting, interviews, assessment tasks and selection panels, including working directly on high-volume recruitment where required.
- Liaise with recruitment agencies and advertising providers, escalating issues or risks to the HRBP where appropriate.
- Ensure ED&I best practice is consistently applied across all recruitment activity, advising and influencing hiring managers and seeking guidance where risks are identified.

### **Reporting, Systems & Continuous Improvement**

- Support the implementation, optimisation and effective use of HR and recruitment systems, including the ATS.
- Maintain up to date knowledge of employment law, HR best practice and recruitment trends, identifying opportunities to improve processes and service delivery.
- Contribute to the review and development of HR policies, procedures, templates and the staff handbook to ensure they remain current and fit for purpose.

### **Wider POD Contribution**

- Work collaboratively with colleagues across the POD team on HR and organisational development projects, contributing to a customer focused, evidence-based service.
- Provide flexible support across the team to meet service demands, including covering colleagues where required.

- Supporting the Director of HR with problem-solving on recruitment and/or HR activity.

### **Person Specification – Essential Criteria**

#### **Qualifications / Knowledge**

- Good working knowledge of UK employment law and HR best practice
- Sound understanding of recruitment and selection methodology
- Principles of data protection and working with confidential information

#### **Experience**

- Experience in a generalist HR role providing advice and supporting casework, particularly performance and absence management.
- Demonstrable experience of coordinating or delivering in-house recruitment campaigns or agency recruitment
- Experience of working in a busy and evolving organisation, managing competing priorities
- Experience advising and supporting managers at different levels of seniority

#### **Skills**

- Strong written and verbal communication skills
- Excellent organisational, prioritisation and time management skills
- Ability to work independently, use initiative and exercise sound judgement
- High attention to detail with strong problem-solving skills
- Ability to build effective working relationships and deliver a positive candidate and employee experience
- Confidence using HR systems, applicant tracking systems and Microsoft Office tools

#### **Desirable Criteria**

- CIPD part qualified (or equivalent experience)
- Experience of high-volume recruitment
- Experience of producing HR and recruitment data reports and dashboards
- Knowledge or experience of working within the charity or health-related sector before

#### **Circumstances**

- Ability to work flexibly to meet 24/7 service needs, including covering absences and occasionally working additional or out of hours when required
- Ability to travel occasionally for recruitment events or organisational requirements

**To be noted:** This job description will be reviewed regularly. Any changes will be discussed with the post holder. This is not an exhaustive list of duties and responsibilities the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with your line manager.

Date: April 2026