



# Recruitment Officer – Job Description

## *Main duties and responsibilities*

- Responsible for recruitment of tutors (supported by the Tutor Liaison Officer) to recruit tutors
- Ensuring members' rights are upheld
- Responsible for collecting tutors' data and storing it safely
- After recruitment is complete, the post-holder will share duties with the Tutor Liaison Officer

## *Skills and qualities*

- Excellent organisation and time-management skills
- Excellent written and communication skills (including email and telephone correspondence)
- Experience in event management or recruitment is desirable
- Ability to work well in a team

## *Time Commitment*

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role (On average 2-3 hours a week).

*During the year, the Recruitment Officer will be required to:*

- Attend a pre-term day training session in *(Date TBC likely late April)*
- Attend a fortnightly branch committee team meeting – *45 minutes per meeting*
- Attend a monthly national Recruitment Officer's meeting (online) – *also 45 minutes per meeting*
- Attend a termly one-to-one catch up with National Recruitment Lead

*Other parts of the role may be sporadic or less easy to predict. You must:*

- Maintain regular contact with the rest of the branch team and the National Recruitment Lead over email or Teams
- Supporting other committee members with other tasks/events (i.e. freshers' fayre)