



Job Title:	Senior Recruiter
Employment Type:	Full-Time Permanent
Reporting To:	HR Director
Working Hours:	9.30am to 5.30pm - Monday to Friday
Location:	85 Gracechurch Street, London EC3V 0AA
Salary:	£ Competitive
Bonus:	Discretionary Bonus Plan
Benefits:	25 days holiday, Private medical insurance, Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership and Employee assistance programme.

About CFC:

We are the largest independent Managing General Agent (MGA) in the UK. Our focus is speciality lines, niche markets and emerging risks, and we have the largest cyber insurance underwriting team in London. CFC is backed by more than 30 Lloyd's syndicates and delivers insurance to over 60,000 businesses in more than 60 countries.

We're privately held and growing faster organically than any of our competitors and the market. Although insurance is a serious business, our culture isn't too corporate, and we never take ourselves too seriously. We are 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast-paced working atmosphere that is friendly, supportive, and fun.

Role Definition:

You will play a key role in ensuring the success of CFC's talent acquisition strategy with involvement in all aspects of recruitment and selection. As our Recruitment Manager, you will work closely with our hiring managers to capture recruitment requirements and create engaging vacancy postings, job descriptions and recruitment materials for use with ongoing and one-off hiring campaigns to attract the best talent.

Working in a stand-alone role, you'll manage full cycle recruitment processes from initial vacancy sign-off through to new hire induction, implementing a best practice approach for hiring to build talent pools for key roles. As a recruitment specialist you'll leverage technology to create efficient recruitment processes and will proactively seek out new and innovative recruitment solutions to support our HR strategy and long-term business plan.



Key Responsibilities & Accountabilities:

Hiring Requisition & Requirements

- Work closely with hiring managers (Team Leaders, Practice Leaders and Directors) to capture job brief and hiring requirements and document the required candidate profile and requirement;
- Complete salary benchmarking for new budgeted vacancies and back-fills as required
- Work with hiring managers to draft accurate and engaging job descriptions for each vacancy;
- Ensure that the hiring requisition process is completed before any hiring activity takes place;
- Produce engaging vacancy copy/advertising and job briefs for use with recruitment agencies.

Recruitment & Selection

- Identify the most appropriate job boards to post open vacancies and maintain strong working relationships with third party job board providers to obtain efficient pricing and packages;
- Manage recruitment activities for open roles identifying the most efficient means of hiring each vacancy (e.g. staff referral, head-hunting, CV/LinkedIn search, direct adverts and/or agencies)
- Source suitable candidates and build hiring pipelines, providing regular recruitment updates for hiring managers, the HR Manager and HR Director, flagging risks and concerns where appropriate;
- Conduct all initial CV/candidate screening (performing phone interviews & FTF interviews);
- Where appropriate, complete personality profiling, behavioural profiling and psychometric testing to support agreed recruitment and selection processes for different role types.

Recruitment Agency Management

- Act as central point of contact between hiring managers and recruitment agencies for all recruitment queries and issues (including CV submissions and interview scheduling);
- Negotiate and agree terms & conditions with external recruitment agencies;
- Attend face-to-face meetings with external recruitment agents and host in-house briefings and recruitment events for PSL agencies;
- Review agency PSL at least annually to inspect conversion metrics and ensure that we are working and partnering with the right agencies.

Job Offers & New Joiners

- Negotiate and close job offers for new hires including direct candidates and those introduced via recruitment agencies;
- Work with the HR Assistant to complete pre-employment screening for new hires before they join the Company;
- Handle all pre-joiner queries and maintain regular contacts with new hires before joining CFC to ensure a smooth pre-boarding and on-boarding experience for new employees;
- Collaborate with hiring managers and the HR, IT, Compliance, and Finance team to support with the planning and process for new starter inductions.

MI & Reporting

- Provide accurate and timely MI & reporting to the HR Director including:



RECRUITMENT MANAGER: JOB DESCRIPTION

- Progress against open roles (budgeted new headcount and back-fills)
- Progress against recruitment projects and initiatives
- Performance against key metrics (time per hire, source per hire, cost per hire etc.)
- Recruitment expenditure vs. budget

Projects & Research

- Support key projects that focus on improving our in-house recruitment capabilities, employer branding, candidate experience and delivery of cost effective hiring solutions to the business;
- Lead ad-hoc recruitment projects that help move the needle in the right direction for improved time per hire, cost per hire and direct hiring metrics;
- Conduct regular competitor analysis (both directly and via external recruiters) to keep up to date with London market and broader industry approaches and trends for compensation and benefits;
- Maintain up to date knowledge of UK recruitment and employment legislation and share important updates and knowledge with HR team and key stakeholders.

Skills & Abilities

- You're passionate about talent acquisition and delivering a first-class recruitment service
- You have a strong work ethic, commitment and a determination to succeed
- You're naturally comfortable communicating at all levels within the business
- A naturally confident and charismatic ambassador at external events
- You've developed and honed strong influencing and negotiating skills
- You operate well under pressure with an ability to multi-task
- A flexible attitude to working hours (given that recruitment is not always 9-5 job)!

Knowledge & Experience

Essential:

- 3 - 5 years recruitment experience within a fast-paced, dynamic and growing Organisation;
- Proven experience of in-house recruiting (across multiple functions and roles);
- Experience of writing engaging job briefs, vacancy postings and job descriptions;
- You are comfortable using hiring tools (CV databases, LinkedIn Recruiter etc.);
- Experience of using an online ATS / recruitment platform to manage hiring pipelines;
- Demonstrable experience of competency-based telephone and face-to-face interviewing.

Desirable:

- Experience of recruiting within an FCA regulated environment is desirable;
- Previous experience of working within insurance recruiting Underwriters, Assistant Underwriters and specialist insurance back-office and support function roles would be very advantageous;
- Any recruitment experience within Technology (Developers and Software Engineers) is preferred.

Education & Professional Qualifications

- Educated to Degree level;
- Preferably CIPD (Chartered Institute of Personnel & Development) qualified or equivalent certification;
- A certification within behavioral assessment and/or personality profiling tools is desirable.