

Impact

Job Description

Resourcing & Reporting Assistant

Overview

Impact's Engagement function is responsible for innovative design, world-class delivery and operational excellence. The resourcing assistants main responsibilities within this function are:

- To support the Resourcing Manager with sourcing and recording facilitator availability to ensure the right consultants and support staff are engaged in our pioneering programmes, and to ensure they are deployed effectively and profitably.
- To be competent with data entry and working with systems to enable the timely issuing of work agreements and the accurate in recording time against costing sheets in DEREK.
- To assist the Head of Commercial with monthly reporting, auditing and contracts
- To assist the Head of Global Sales with global reporting
- To screen facilitator information to ensure this is up to date and recorded accurately in line with data protection laws. i.e. insurance checks, right to work, ID, residency, visa etc.
- To ensure facilitator bios are up to date and correctly formatted in line with the Impact branding
- To monitor and record Associate contracts ensuring their validity and identifying missing information
- To ensure facilitator data is updated across multiple platforms by monitoring qualifications, skills, induction programmes and training records
- To work closely with the HR Manager to categorise applications, help organise selection events and liaise with new applicants and to ensure references for successful candidates are received
- To ensure all on boarded associates receive the correct induction information and support HR in keeping the associates welcome pack and staff handbook up to date



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Additional

- To be a main point of contact for resourcing during holidays, sickness etc.
- To be approachable, confident and have excellent communication skills
- To have excellent attention to detail and the ability to work under pressure, juggling multiple tasks and deadlines.
- To be proficient in Microsoft packages and have previous experience of using operational database systems
- To be a team player – relationships are at the heart of how we work globally
- To be proactive in gathering information – knowing what questions to ask and where to get information from
- To work closely with the Resourcing Manager and HR Manager through regular meetings to ensure alignment of all information
- To develop a good knowledge of Impact products, programmes and methodologies

Success criteria

- To successfully maintain and manage information and data, to efficiently assist with the provision of resources against targets and best fit criteria
 - To provide operational excellence and internal customer service across all functions and with our associates
 - To be proactive in sourcing incomplete data and information
 - To be part of an inspired, motivated and well developed function that is living the Impact values and promoting our ambitions as a responsible organisation.
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