



IMPACT

Resourcing Assistant

The small print...





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Are you looking for an exciting and diverse role in resourcing?

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 recording of time against costing sheets.
- 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.
- Daily overview of the resourcing channel, acknowledging and responding to requests, exploring options in line with utilisation/targets/previous experience and capacity, communicating with status of the request.
- Attending weekly BD, Consulting and Resourcing meetings - troubleshoot resourcing issues, forward planning resourcing requests.
- Payroll sign off for associates on a % of sales agreement .
- Management of the resourcing email account.
- Authorise associate expenses.
- Staffing webinars with producers, managing availability and reconciling with Sync-Skills.

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 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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Here's some stuff we're brilliant at:

- the money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and non-contributory pension scheme are all in there too.
- we're a Great Place to Work® – it's official!
- wellbeing – health insurance is included in your package
- inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- celebrating successes – no matter how great or small
- caring for each other – we always have each other's backs
- finding opportunities to support our local communities around the world
- adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

