


## PART 1 – TO BE COMPLETED FOR ALL ROLES

Industry Recruitment Co-ordinator	
<b>Role Description</b> – to coordinate Equate Scotland’s recruitment support for industry by marketing our advertising platform to STEM employers, assisting them to attract more women into the sector and meeting annual advertising targets.	

<b>Grade &amp; Salary:</b>	Grade 4, Pro Rata – 4 Days Per Week
<b>Campus Location:</b>	Craiglockhart Campus, 219 Colinton Road, Edinburgh.
<b>Line Manager:</b>	Director
<b>Line Management Responsibility for:</b>	n/a
<b>Organisational Structure:</b>	<input type="checkbox"/> Tick to confirm attached
<b>Role Summary:</b>	To develop and coordinate Equate Scotland’s recruitment hub to increase the number of women recruited to and progressing in STEM careers in Scotland. To market the recruitment service to industry and women encouraging them to purchase advertising space.

### Main Duties and Responsibilities

➤	To coordinate the development of a new recruitment website focused on gender equality in STEM, writing content and marketing materials.
➤	To build links with employers, promoting the recruitment hub, selling the advertising platform and meeting critical income generation targets.
➤	To promote and market the recruitment hub to women studying or working in STEM, signing them up to the monthly newsletter and social media.
➤	To review job adverts and descriptions for gender bias language and provide expertise to employers on inclusive language and positive action.
➤	To deliver presentations, pitches and workshops as needed to promote the paid recruitment service to employers
➤	To maintain records according to data protection laws and ensure engagement data is kept up to date.
➤	To work collaboratively with other team members in Equate Scotland and other initiatives to ensure that project activity is focused and to maximise effectiveness of impact.
➤	To travel across Scotland when required.

## Person Specification

Attributes	Essential Requirements	Desirable Requirements
<b>Education/Qualifications</b>	HNC or equivalent or extensive experience in a relevant context.	
<b>Experience</b>	<p>Proven ability of project coordination and meeting targets.</p> <p>Proven ability to establish and manage positive relationships with external stakeholders.</p> <p>Experience in selling/marketing services to clients.</p> <p>Experience of developing marketing materials and sourcing effective marketing opportunities.</p>	<p>Experience of working in recruitment and jobs advertising.</p> <p>Experience in writing newsletters and engaging online material.</p>
<b>Skills/Personal Requirements</b>	<p>Confident IT user including Microsoft Office, in particular Excel and Outlook applications.</p> <p>Commitment to gender equality.</p> <p>Commitment to working as a team and supporting team members.</p> <p>Demonstrate ability to plan and prioritise workload.</p> <p>Able to communicate in writing in a clear and concise manner.</p> <p>Attention to detail</p> <p>Good interpersonal skills with the ability to communicate confidently with people at all levels and from all backgrounds.</p>	

