



Recruitment Coordinator

Human Resources

The Firm:

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services to clients throughout the UK.

We are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in banking, construction, commercial litigation, corporate, employment, projects, and property. Our main client base is Registered Providers of social housing, and the Firm is ranked Tier 1 for its work in this area. We also act for a number of private developers and investment funds. Over the past few years, we have grown significantly and now have over 350 employees and partners and a growing international reach.

The Role:

Working as a key member of our small HR team to assist in delivery of recruitment across the Firm for all job roles in all geographical locations. Primary responsibilities include advertising vacancies, short-listing candidates, and arranging assessments and interviews for new and replacement positions, in addition to supporting the HR Manager with Vacation Scheme and Trainee Solicitor recruitment.

Main duties and responsibilities

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

General Recruitment

- Monitor the firm's recruitment inbox for applications, responding to enquiries and shortlisting where appropriate.
- Develop HR systems for recruitment, ensuring applications are accurately recorded and have not been presented previously, logging the progress of applications accurately and in a timely fashion.
- Maintain and update the Firm's vacancy and LinkedIn page in collaboration with the Business Development/Marketing Team
- Join the HR team on briefing calls for new positions as required and assist with drafting job specifications where appropriate.

- Ensure vacancies are shared and published internally, dealing with internal applications, and liaising with the HR team where necessary.
- Encourage employee referrals across the firm, logging any referral bonuses due.
- Establish and maintain relationships with external recruitment agencies, agreeing terms, briefing them on the Firm and employee benefits. Ensuring that agencies are appropriately briefing candidates and providing them with the required data privacy notice and candidate diversity monitoring questionnaire.
- Keep an up-to-date preferred list of agencies with a note of key contact and terms agreed.
- Place roles on relevant job boards ensuring postings are up to date and removed once filled.
- Share vacancies with agencies providing information about the Firm, team, and role at hand. Deal with any queries, collate CVs and create an initial shortlist to share with the hiring manager.
- Provide quality feedback to agencies/candidates where they have not been successful.
- Coordinate assessments and tests for candidates, sending these onto the hiring manager and scoring as appropriate.
- Arrange interviews for candidates, liaising with Secretaries for availability where needed, manage Teams invites and book on-site meeting rooms.
- Update the team as to recruitment progress for each role according to their particular client groups.
- Manage initial offer process with the candidate, ensuring candidate's details are collected for the purposes of formal paperwork and passing this information on to the appropriate HR team member.
- Archive and delete recruitment data and related documents in line with the firm's GDPR and Data Retention Policy
- Respond to/take part in market surveys related to recruitment and benefit trends in the industry. Sharing insights with the rest of the HR team
- Coordinate refunds on recruitment fees where individuals leave within the agreed agency rebate period.
- Regularly review data related to successful recruits looking at key trends/performing agencies and utilise this information in recruitment activities.
- Frequently review candidate diversity statistics and consider these alongside the bi-annual staff diversity statistics.

Trainee Recruitment/Vacation Scheme

In collaboration with the HR Manager:

- Research new opportunities and assist in advertising and promoting the Firm's Training Contract and Vacation Scheme, including creating job postings and attending Careers Fairs/other virtual and in-person events.
- In collaboration with the Business Development/Marketing team, assist the HR Manager in producing an annual recruitment strategy including social media posts and insight articles, such as 'A Day in the Life of a Trainee,' ensuring that external media is kept up to date.
- Review and update the application form questions, thoroughly testing the online process prior to the application period opening.

- Deal with general queries about the Training Contract and Vacation Scheme and liaise with candidates via the online portal and general enquires inbox.
- Assist with the first stage of shortlisting candidates alongside the HR Advisor and Head of HR
- Liaise with the external third-party provider to deliver online tests to candidates, reviewing results and patterns with the HR Manager
- Support the HR Manager in developing candidate assessments, researching different ideas and working with individuals in the business to create practical exercises.
- Assist the HR Manager with scheduling assessment centres and final interviews, including room bookings, equipment, and volunteers. Create candidate and interviewer packs. Provide on-site support on the day and assist in reviewing/marking candidate exercises, collating feedback and updating candidate records.
- Maintain a master list of candidates including scores and status updates, joining feedback and mop-up calls alongside the HR Manager keeping accurate and detailed notes.
- Draft quality feedback responses for candidates who are unsuccessful in the process.

Skills and Experience Required

Essential

- 2.1 or above degree or equivalent.
- At least three years' experience in a recruitment/resourcing role focused on hiring legal or professional services candidates.
- Competent in all MSOffice applications.
- Excellent administration and organisational skills, as well as attention to detail.
- Excellent communication skills and confident with dealing with people at all levels.
- Must have an approachable & engaging manner both in person and on the telephone.
- Excellent time management skills, ability to multi-task, able to work under pressure.
- Ability to 'sell' and build relationships with individuals and partner organisations quickly.
- Self-motivated, self-starter with an enthusiastic 'can-do' attitude.
- Creative mindset, with a keen eye for opportunities for improvement.

Desirable

- Experience dealing with graduate schemes and/or assessment centres.
- Experience in employer market proposition and employer branding.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [click here](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

Devonshires is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com