

September 2021

Vacancy



The Whiteley
Homes Trust

Resourcing and HR Adviser

Full-time 37.5 hours per week (would consider 4 days a week)

Salary TBC

We are recruiting for a Resourcing and HR Adviser to join our People Team at The Whiteley Homes Trust. Reporting to the Head of HR, this new role will lead on the sourcing, recruiting and retaining of brilliant staff. This position will also encompass some of the broader HR functions, giving the postholder an opportunity to become involved in some of the wider HR and L&D priorities for the Trust.

The main focus for this role will be to lead on the end-to-end recruitment process for new staff, creating and maintaining a strong and diverse candidate pool, building good relationships with internal and external stakeholders and ensuring a great candidate experience, from application through to induction and onboarding. The majority of this role is about dealing with people; candidates, recruiters, managers, colleagues and new starters. This work is usually face-to-face and as such this is an onsite role, with the ability to work from home on an ad-hoc basis.

Our People function is busy, and no two days are the same! If you are passionate about recruiting fantastic people, have an interest in housing and care and want to be an integral part of our wider HR function, we would love to hear from you.

About you

We are seeking a self-starter; someone with a real passion for the 360° recruitment lifecycle. You will have strong experience and a great track record in talent acquisition, ideally in a care or housing function. In addition to this, you will have an understanding, or a keen desire and ability to learn about the wider HR function. Flexibility is key to this role as you will be involved in all aspects of recruitment, from working with managers on their manpower plan all the way through to keeping in touch with new staff to make sure they have a welcoming and fulfilling experience with the Trust. We are implementing a new People IT system and as such you will be involved in the implementation of this, with particular focus on the recruitment platform; strong IT skills are therefore a requirement of this role. You will also be involved in identifying and implementing new retention strategies and supporting your People Team colleagues in managing the day-to-day HR priorities.

About The Whiteley Homes Trust

Our vision is to be the preferred choice for housing for the elderly poor, where residents live in a sustainable and supportive community that meets the holistic needs of each of its residents and cares for the village as a whole

Our founder, William Whiteley, was a successful retail entrepreneur. When he died in 1907, he bequeathed £1 million to create housing for 'the aged poor'. As a unique community in Surrey, (as far as we know the first purpose-built such village in the UK), we now provide 25% of the specialist housing for older people in the borough of Elmbridge. We support the health and wellbeing of up to 450 older people who are unable to buy or rent their own homes on the open market.

Whiteley Village is a unique place to work. Set in over 200 acres of land, we support the health and wellbeing of around 450 older people who are unable to buy or rent their own homes on the open market. We offer a wide variety of homes and care, including over 250 listed almshouse cottages, extra-care flats, nursing, and residential care. In addition to our housing and care provision, we also

have a diverse range of community services within the village including a shop, café, pub, church, golf, fishing, bowling. These are run by our brilliant team of staff and volunteers, including housing and support, property and estates, nurses, carers, community services and corporate services.

What we offer: The Trust offers a wide variety of staff benefits, including 34 days holiday allowance (inclusive of statutory holidays), pension, life assurance, Employee Assistance Programme, free parking and excellent training and development opportunities.

The Whiteley Homes Trust strives to be diverse and inclusive, a place where we can all be ourselves. We encourage applications from all backgrounds. We particularly welcome applications from people who identify as black, Asian or from a minority ethnic background who are currently underrepresented in this team.

With effect from 11 November 2021, all of our staff are required to be fully vaccinated against Covid-19 to enter the care home premises, unless they have evidence that they are medically exempt from the requirement (as set out in DHSC Guidance). If you haven't had both doses of the vaccine, and are not exempt, you are still eligible for employment with us, but your employment will be conditional on you agreeing to become fully vaccinated against Covid-19 before 11 November 2021. We can assist you with COVID vaccinations

An enhanced DBS check is also required for this role.



**For the full role profile and application form
contact Fiona on 01932 264546 or by email:
job.enquiries@whiteleyvillage.org.uk**