

Somerset & Dorset Joint Railway Company Ltd

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Subject: Recruitment Assistant Job Description
Owner: Operations Department
Author: G. Findley
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0A	G. Findley	24 th May 2020	Issued version

This instruction sets out the role and responsibilities of the Recruitment Assistant

The Recruitment Assistant shall be responsible for identifying vacancies within the organisation, bringing these to the attention of the Company Board and when authorised, carrying out the recruitment process. S/he will also be required to carry out the induction process and other training.

This post will work within the Operations Department, and report to the Head of Training (or the Head of Operations).

This is a Company appointment, and the successful candidate will need to work closely with the Trust's Head of Personnel.

Specific responsibilities shall include:

1. Identify how best to recruit more working volunteers and seek to increase their number, especially in areas that require them.
2. Establish if a new working volunteer is already a member of the Trust. If they are not, provide a membership form and confirm they have completed the application.
3. Carry out the induction process with new volunteers.
4. Liaise with new volunteers to establish their interests, their skills base and ensure they are correctly placed.
5. Ensure new volunteers are correctly registered on the railway's database and distribute the appropriate documents, policies, training booklets, manuals etc.
6. Work to increase the knowledge base of new volunteers with suitable training and carry out refresher training where required.
7. In conjunction with Heads of Departments and others, identify particular vacancies in all areas, including non-safety critical staff.
8. Report these to the Company Board, and when authorised, advertise these vacancies, both internally and if required, externally using the website and other means.
9. Take part in internal interviews.
10. Take part in recruitment drives such as the Volunteer Weekends.
11. Report to the Company Board when required.