

# Recruitment Assistant

CANDIDATE BRIEFING DOCUMENT



January 2024

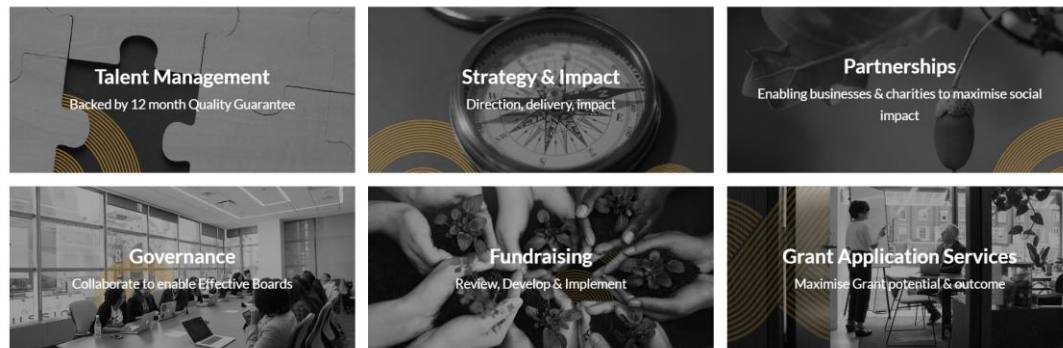
## ABOUT 2INTO3

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At 2into3 we work to build the capacity of organisations, enabling them to have a transformative social impact.

We are passionate about supporting people and organisations to have a greater impact in the community, whether they are a charity, sporting organisation, government body, social enterprise, philanthropist or private company.

With offices in Dublin, Belfast, Cork and Galway, 2into3 works across the entire island of Ireland and has a proven track record with over 360 clients availing of its services.



You can read more about 2into3 and our services on our website: [2into3.com](https://2into3.com)

## MISSION

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Build the capacity of organisations to have a transformative social impact.

## VISION

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Enabling a world where the social economy meets the needs of its people.

## WHAT DO WE MEAN BY SOCIAL ECONOMY?

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By social economy we refer to all organisations who strive to have a public purpose and social impact. They are built on the principle that people come first and profits are reinvested into the organisation to further its mission.

## HOW WE ENABLE TRANSFORMATIVE SOCIAL IMPACT

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Through our work we can help our clients achieve greater social impact. To date this impact has been delivered by more effective fundraising, ambitious yet achievable strategic plans, organisational structures that are fit for purpose, optimal funding is used, placing motivated people in the right roles or ensuring the correct governance measures are in place, to name but a few outcomes.

## OUR SERVICES

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- **Talent Management Services** (including Senior Recruitment and the For Purpose Graduate Programme)
- **Strategic Advisory Services** (including Strategic Planning, Governance and Organisation Reviews)
- **Funding Advisory Services** (including Fundraising Strategy, Grants and Partnerships)
- **Insights** (including Fundraising Trends and Metrics)

**For Purpose** is part of **2into3**, and the successful applicant for this role with 2into3 will be a part of the **For Purpose Social Impact Graduate Programme**.

**For Purpose** was established to provide a structured and unified graduate programme for the charity and community sector in Ireland.

The programme provides you with the skills and development opportunities to start your career in the nonprofit sector and build your potential.

Graduates on the For Purpose programme receive monthly mentoring sessions and attend monthly learning and development seminars with other programme participants working with 2into3 as well as a variety of Irish nonprofit organisations.

The successful applicant will also participate in the 2into3 in house Graduate Pathway, which facilitates graduate participation across 2into3's portfolio of activities.

You can read more about For Purpose on our website: [www.forpurpose.ie](http://www.forpurpose.ie)



# ROLE SUMMARY

The successful candidate will work with the Talent Management Services team to build and sustain 2into3's position as the market leading recruitment firm in the nonprofit sector.

This will be achieved by supporting the team to achieve the following:

- Timely delivery of assignments through quality document preparations, candidate screening, preparation of concise client reports and management of interview logistics.
- Promoting our services to prospective clients and establishing our reputation as the leading recruitment service for people wishing to work within the nonprofit sector.
- Developing strong relationships with both clients and candidates, built on a reputation of excellent service.



# THE POSITION

<b>Title</b>	<b>Recruitment Assistant</b>
<b>Reporting to</b>	Director of Talent Management Services
<b>Hours</b>	Full-Time (09:00 – 17:30, Monday – Friday)
<b>Location</b>	Huckletree in The Academy, 42 Pearse St, Dublin D02 YX88 (with hybrid working arrangements)
<b>Duration</b>	12 month (with 6-month probationary period) For Purpose Graduate Programme with the prospect of progressing further within 2into3 on successful completion.
<b>Remuneration</b>	€25,000



## Assignment Support & Delivery

- Support recruitment activity in the delivery of senior and mid-level recruitment assignments.
- Active involvement in recruitment assignments from initial brief to interview panels and reference checks.
- Liaise with and support in defining roles, preparing job specifications, candidate briefing documents and advertising copy, and provide guidance on the best recruitment strategy.
- Manage the placement of job advertisements, coordinating with clients and advertising partners, as well as the 2into3 website and social media platforms.
- Liaise with candidates and respond to candidate enquiries in a prompt manner (e.g., distributing candidate briefing documents).
- Arrange and complete initial screening of candidates to assess their suitability.
- Prepare a shortlist of candidates to clients for all assignments.
- Liaise and manage panel interview logistics with clients and 2into3 Consultants (scheduling interview times, booking meeting rooms and online meetings, preparing CVs in advance, etc.).
- Provide timely and constructive feedback to all candidates.
- Support with the reference-checking, offer and acceptance process, and support the induction of the successful candidates.



## Business Development

- Attend prospective client briefing meetings and assist in the defining of role requirements and the creation of a recruitment proposal.
- Work with the Recruitment team in supporting general promotion of the company and contributing to business development activity for recruitment assignments through networking and by providing a high-quality service to existing clients.
- Engage directly with new and existing clients to secure senior and mid-level.



## Supporting the Talent Management Services Practice

- Provide general assistance in the running and development of the Talent Management Services practice.
- Record and maintain client data in a confidential and professional manner using tools such as Salesforce and LinkedIn Recruiter.
- Compile and maintain a fully accurate database of all candidates, including their interactions with 2into3 and the client.
- Support the development of marketing and business development content and plans for 2into3's recruitment practice.
- Monitor and analyse trends in the nonprofit sector, specifically related to recruitment and employment activity.
- Prepare and present weekly and monthly presentations, proposals, reports, and research papers to keep abreast of the employment and recruitment landscape in Ireland.
- Contribute to the continuous development of all systems, processes and resources to support the Talent Management Services practice.

*These duties are a general guide to the responsibilities of the role and are neither definitive nor restrictive.  
You may from time to time be required to undertake other duties commensurate with the post as designated by your line manager.*

## PERSON PROFILE

We are searching for an energetic and motivated individual to join 2into3 and to be a part of the For Purpose Social Impact Graduate Programme.

This is an ideal opportunity for a graduate with a third-level degree in a related discipline who is interested in working to build the capacity of organisations to have a transformative social impact.

The successful candidate will be adaptive, collaborative and have strong attention to detail. They will also have excellent interpersonal and communication skills and the ability to work under pressure to tight deadlines.



## CORE COMPETENCIES AND SKILLS

Criteria	Essential
Third level qualification in a relevant field e.g., Human Resources Management, Business, or similar	✓
High degree of motivation, initiative, flexibility, and creativity	✓
Exceptional interpersonal and communication skills (oral, written, listening)	✓
Project Management: ability to manage a varied workload and meet challenging deadlines	✓
Highly organised and strong attention to detail	✓
Ability to take ownership of work	✓
Strong commitment to teamwork and ability to work in a collaborative manner	✓
Excellent IT skills, particularly MS Office e.g., Word, Excel, Outlook, and willingness and ability to learn new systems	✓
Passion for the work that 2into3 and their clients do and a demonstrable interest in the nonprofit sector and/or the area of recruitment	✓
Fluent English speaker	✓
Full working rights in Ireland	✓

*If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion in the table above, please do still get in touch so we can discuss further how you may be a fit.*

# BENEFITS

The successful candidate will receive:

- 20 days annual leave
- Bike to Work Scheme
- Career progression opportunities
- Networking opportunities
- Participation in For Purpose Social Impact Graduate Programme



# APPLICATION PROCESS

Recruitment for this role is being managed exclusively by For Purpose.

To apply, please send your cover letter and CV (in Word format only) to [aoife.duff@forpurpose.ie](mailto:aoife.duff@forpurpose.ie). Please note that applications that do not include a cover letter will not be considered.

Closing date for applications is **Friday 26 January 2024**.

- **Website** [www.forpurpose.ie](http://www.forpurpose.ie)
- **E-Mail** [aoife.duff@forpurpose.ie](mailto:aoife.duff@forpurpose.ie)
- **Address** Huckletree in The Academy, 42 Pearse St, Dublin, D02 YX88
- **Telephone** 086 775 9352

*2into3 is an equal opportunities employer who believe that diversity is a strength in the workplace. We therefore welcome applications from suitably qualified candidates from all sections of society, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.*

*We endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.*