

Job Profile

Recruitment Co-Ordinator

Department	Apprenticeships
Location	Solihull
Reports to	Operations Manager
Contract	Fixed Term until end of March 2027
Hours	37
Constraints (travel/ base/ working patterns etc)	Based from the office, you are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£29,000 - £32,000
Date	August 2026

About Us

At Energy & Environment Awards, our work matters.

As part of the Energy & Utility Skills Group, Energy & Environment Awards is the specialist awarding organisation for the energy and utilities sector. Energy & Environment Awards delivers safety critical and technical apprenticeship assessments and qualifications to the sector and more widely; and EUSR, the sector's UK-wide register of safety and competence for more than 300,000 workers, and industry recognised training programmes delivered through a national network of over 200 training providers.

If you are driven by delivery, curiosity, and the opportunity to develop the future workforce of the UK, we would welcome your application.

Find out more about Energy & Environment Awards [here](#) and EUSR [here](#).

Our Values

Together, credible and making a positive difference underpin all that we do. They are not just words on a wall.

Together: We are stronger together; by collaborating internally and externally we consistently deliver success as one high performance team.

Credible: Through a proactive approach and curiosity, we are specialists who combine ambition, innovation and impact. We are trusted by members, industry, customers, partners, governments and citizens.

Making A Positive Difference: Complementing our specialisms is our commitment to deliver and continuously improve. Ours is a great place to work, we individually and collectively play a pivotal role in delivering skills for the UK's future.

About the Role

Reporting to the Operations Manager, the Recruitment Co-Ordinator will support the recruitment and onboarding process for our associates engaged in apprenticeship assessment activity.

You will play a key role in attracting, recruiting and onboarding of associates that carry out apprenticeship assessments, ensuring a seamless candidate experience from application through to engagement and deployment.

Working closely with hiring managers, the HR Team and operational colleagues, you will coordinate high volume search and recruitment activities, manage compliance checks, maintain recruitment systems, and ensure all onboarding documentation is completed accurately and efficiently.

This is an exciting opportunity for an organised and proactive individual who enjoys working in a fast-paced environment and building positive relationships with candidates and stakeholders.

About You

You will have experience supporting recruitment activities and delivering excellent customer service to candidates and stakeholders. You will be highly organised, able to manage multiple priorities and comfortable working with recruitment systems and Microsoft Office applications.

You will have strong administrative skills, excellent attention to detail and a proactive approach to problem solving. You will enjoy working collaboratively with internal teams and external candidates whilst maintaining high levels of accuracy and confidentiality.

Rewards

Join our growing organisation and you'll enjoy benefits including a generous holiday allowance, a company pension scheme, a performance bonus scheme and a Wellbeing Passport.

Job Description

Role Specific Responsibilities:

Recruitment Co-ordination

- Coordinate the recruitment process for associates from vacancy approval through to onboarding.
- Create and publish vacancy advertisements across appropriate recruitment channels including LinkedIn, job boards and through the company's social media channels.
- Support recruitment campaigns and attraction initiatives to increase candidate engagement.
- Manage and monitor candidate applications, ensuring timely communication throughout the recruitment process.
- Undertake proactive search activities, identifying and making initial contact with potential candidates.
- Support hiring managers with shortlisting activities and candidate selection processes.
- Support the scheduling of candidate screening calls and support initial suitability assessments where appropriate.
- Maintain accurate recruitment records and candidate data within recruitment and HR systems.
- Produce recruitment activity reports and updates for managers.

Candidate Experience

- Act as the first point of contact for recruitment enquiries from prospective associate candidates.
- Deliver a professional, efficient and positive candidate experience throughout the recruitment journey.
- Ensure candidates are kept informed regarding application progress and onboarding requirements.
- Issue offer documentation and new starter paperwork in a timely manner.

Onboarding and Compliance

- Coordinate onboarding activities, ensuring all right to work, identity verification and compliance documentation is collected and validated before commencement of work.
- Coordinate DBS checks and monitor progress to ensure completion before commencement of work.
- Ensure all mandatory training is completed within agreed timescales.
- Maintain onboarding reporting and provide regular progress updates to stakeholders.
- Support induction activities and ensure new associates receive relevant onboarding information.

Stakeholder Management

- Build effective working relationships with the apprenticeship team and wider business stakeholders.
- Work collaboratively with the HR Team to ensure recruitment and onboarding processes remain compliant and effective.
- Liaise with external agencies and recruitment partners where required.
- Support workforce planning activities by providing recruitment pipeline updates and onboarding data.

Additional responsibilities:

- Attend, undertake and be responsible for any training, development and/or self-study to support you in your role.
- Demonstrate alignment with our values.
- Commitment to continuous improvement, curiosity, and for contributing proactively and positively to the culture and performance of the team.
- Ensure candidate and employee data is managed in accordance with GDPR and company policies
- Ensure compliance with Energy & Utility Skills Group and Energy & Environment Awards policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.

Person Specification

Work Experience and Skills	Essential	Desirable
Demonstrable experience of coordinating the recruitment process from advertising through to onboarding.	✓	
Experience of coordinating multiple vacancies and recruitment processes simultaneously while ensuring a positive candidate experience.	✓	
Experience of providing high-quality recruitment and selection support and reporting including offer and contract management.	✓	
Experience of working with HR, ATS or recruitment systems, ensuring accurate records are kept	✓	
Experience of conducting compliance checks, including right to work and DBS processes		✓

Skills & Competencies

	Essential	Desirable
A proven ability and experience of working within and understanding organisational values, policies, processes	✓	
Good and improving IT skills; ability to use Microsoft packages (e.g. Word, Excel and Outlook)	✓	
Familiarity and experience of working with AI tools (e.g. Copilot)		✓
Planning and Organising; able to plan activities and projects well in advance, manages time effectively, prioritises to accomplish objectives and monitors performance against deadlines/milestones.	✓	

Relating and Networking; establishes good relationships with customers and colleagues; builds wide and effective networks inside and outside of the company; relates well to people at all levels and manages conflict.	✓	
Delivering results and meeting customer expectations; focuses on customer needs, sets high quality standards, works in a systematic way and consistently achieves objectives set.	✓	
Self-Motivated; takes responsibility for actions, projects and people; takes initiative, acts with confidence and works under own direction; initiates and generates activity.	✓	