

Graduate / Apprentice Recruitment and Development Manager at Numatic International Ltd, Chard

From cordless solutions to customisable janitorial systems and advanced floorcare equipment with on-hand training, Numatic delivers professional, practical, and reliable equipment, designed, engineered, and made right here in Chard in the South West of the UK.

Known for the Henry and Hetty vacuum cleaner and independently rated the UK's most reliable vacuum brand, Numatic understands the need and demand for sustainable cleaning solutions. Longevity, efficiency, serviceability, and recyclability are the four values that construct the Numatic Sustainability Formula. Above all else, the most sustainable products are those that you can use day after day, without fail, for many years.

This exciting opportunity has arisen due to planned extensive growth in the next few years. With a need to recruit and retain the best talent to become future leaders within our business this role is pivotal to our strategy going forward. This role will increase the support and opportunities available to our future talent cohorts from onboarding to completion of their programme including securing meaningful destination roles. This role, reporting to the Head of HR, will work within the HR team and be wholly responsible for this part of our business.

The success applicant will lead on the recruitment and development of the apprentices, undergraduates, graduates, T Levels and other training programmes designed to make leaders of the future. A blank canvas awaits to lead on design, implementation and delivery of the extracurricular and other training, ensuring that each cohort meets their learning requirements.

About the role:

- Manage the central marketing and recruitment strategy for the recruitment of all graduates, undergraduates and apprentices.
- Assist the organisation in the identification and compilation of the graduate and apprentice requirements.
- Identify and manage the relationship with key universities, FE colleges, and schools ensuring that Numatic have opportunities to present to and meet with high calibre potential applicants.
- Lead and manage the graduate and apprentice recruitment process from application through to induction, ensuring that the needs of the organisation are met by reviewing and updating processes and procedures annually.
- Be Responsible for the attraction of apprentices and graduates to Numatic within various fields of specialism
- Engage with learning providers such as schools, colleges and universities to promote opportunities
- Ensure that Numatic is known for the variety of opportunities it offers and fully engaged with chosen Universities, FE colleges and schools
- Attend events to promote opportunities, ensuring Numatic is seen as an employer of choice for future talent
- Work with the resourcing team to advertise and manage applications
- Run interview and assessment days suitable to the level of candidate being recruited
- Design and implement an appropriate on boarding process
- Design and roll out an ongoing engagement programme for all associated groups
- Design and deliver additional training to meet the requirements of the individual programmes
- Support the cohorts with any queries or work-based issues they have during their programme becoming the pastoral lead
- Liaise with stakeholders both internally and externally
- Arrange, deliver and attend training events to support personal and professional growth

About you:

- You must be educated to degree level or have equivalent work experience within a similar role
- Experienced Generalist HR professional with experience in graduate recruitment and development (Essential)
- Relationship management at middle/senior management level, with influencing abilities
- Ideally you will be CIPD Level 5 qualified or equivalent
- Experience of designing and implementing recruitment initiatives
- Experience of designing and delivering training to medium and large groups
- Experience of working at a strategic level, designing and implementing strategy
- Able to demonstrate working across various sectors
- Experience in a manufacturing environment desirable
- Ideally Level A and B qualified

Salary: £35,000 - £40,000 depending on experience

How to apply:

Please send your CV and covering letter to jobs@numatic.co.uk

Closing date: 15th December 2021

