

Talent acquisition coordinator - Job description and person specification

Sense single salary point:	CHA26
Location:	Selly oak, Birmingham
Responsible to:	Talent acquisition manager

About the Sense People team

The People team at Sense exist to support all our employees and volunteers at every stage of their journey with us. We provide strategic lead on people management, learning and development, internal communications and engagement at Sense. We aim to enable the organisation to have the right culture, capacity and capability to achieve its purpose

About the role

Objectives

- Partner with hiring managers to understand role needs and attract qualified, diverse talent.
- Execute inclusive recruitment strategies, including proactive sourcing, promotion of roles, and effective screening.



- Coordinate a smooth hiring process by managing interviews, maintaining accurate ATS data, and supporting recruitment events.
- Ensure a positive candidate experience through clear, timely communication.
- Conduct all recruitment activity in compliance with regulatory, safer-recruitment, and GDPR requirements.

Key responsibilities

- Work with hiring managers and the wider Talent acquisition team to identify new talent for the organisation based on role requirements.
- Working with hiring managers to take full requisition briefs, to understand how best to recruit and find talent.
- Work with the hiring team to utilise best practices and inclusive approaches to the recruitment and selection processes.
- Promotion of opportunities to external audiences and proactive sourcing of candidates by using databases, direct sourcing tools, social media and more.
- Support hiring managers to evaluate and screen candidate applications to short or longlisting for roles, scheduling interviews.
- Ensuring a positive candidate experience by providing timely updates and professional communications through their journey with Sense.
- Maintenance of applicant tracking system (ATS) to ensure accurate data, pipeline updates and reporting.
- Support with relevant careers fairs, recruitment events and employer branding initiatives
- Ensure that all activity is undertaken in line with regulatory requirements (CQC, RQIA, CIA, Ofsted) and following safer recruitment and GDPR guidelines.

Person specification

- Experience supporting recruitment processes, ideally within a fast-paced environment.



- Experience in candidate sourcing, screening, and coordinating recruitment activities.
- Competent in using Applicant Tracking Systems (ATS) and general HR/recruitment software.
- Good communication and organisational skills, with attention to detail.
- Commitment to delivering an inclusive, positive candidate experience.
- Understanding of safer recruitment practices, GDPR, and relevant regulatory frameworks.
- Intermediate level use of Microsoft Office applications such as Teams, Word, Excel, PowerPoint and SharePoint
- Ability to prioritise workload, manage multiple vacancies, and meet deadlines.

Our values

Everything we do is underpinned by five core values.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate

Other information

- This job description does not form part of the employment contract.
- This post is not exempt from the Rehabilitation of Offenders Act.

December 2025