

## Job Description

<b>Job title</b>	Global Recruitment Partner	<b>Location</b>	London / Delhi/ Accra
<b>Department</b>	HR	<b>Length of contract</b>	Permanent
<b>Role type</b>	International	<b>Job level</b>	Senior Specialist/ Manager
<b>Travel involved</b>	Occasional	<b>Safeguarding level</b>	TBC
<b>Reporting to</b>	HRD	<b>Direct reports</b>	None

### Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

### Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

### How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air for All' strategy [here](#). Learn more about where we work [here](#).

### What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

### **Job purpose**

The Global Recruitment Partner is responsible for ensuring Clean Air Fund attracts and recruits the best talent internationally by ensuring we offer exceptional candidate experience through all stages of the recruitment process.

The role leads on ensuring best in class recruitment, induction and onboarding processes. Specific responsibilities include recruitment policy, job description development, recruitment planning and short-listing, selection interviews and tests, job offers, salary negotiations, issuing contracts and onboarding coordination

### **Scope of role**

The postholder feeds into the design and implements the recruitment policy and procedures and manages the recruitment and onboarding process for all staff.

### **Key working relationships**

The Global Recruitment Partner works closely with the wider HR team and hiring managers. External relationships include candidates, ATS provider, recruitment agencies and other recruitment and onboarding providers.

### **Key Responsibilities**

#### **Recruitment Policy and Planning including Recruitment Systems (30%)**

- Contribute to the development of CAF's Human Resources strategy and annual plan, developing and maintain a 12-month recruitment calendar ensuring adequate resource management for all upcoming activity
- Working with the HRBP's to develop the 12-month resources plan ensuring all roles are budgeted.
- Ensuring the Recruitment Policy is up to date and fit for purpose
- Build and maintain excellent relationships with external recruitment partners. Manage a supplier list for recruitment agencies, executive search companies and other service providers ensuring cost effective agreements.
- Responsible for the Applicant Tracking System (ATS) including acting as a system administrator. Ensure the efficient support by the ATS company (Reach) to CAF's country offices, act as the internal support desk of the ATS, stepping in where needed, to ensure employees and candidates have relevant access to the ATS, ensure the

system is up-to-date and customized to fit the needs of the organization. Train employees, in use the ATS recruitment module and recruitment and inductions policies, Set up and run standard reports on a need basis from the ATS to enable identification of key trends and management decisions.

- Deliver policy related training, including HR induction and training on the ATS and HRIS
- Responsible for managing and tracking the recruitment budget

### **Recruitment attraction and candidate experience (40%)**

- Overall responsibility for ensuring all applicants have a positive experience in all aspects of the process
- Ensuring everyone involved in the recruitment process are fully trained including all aspects of EDI
- Working with hiring managers to ensure excellent scoping of roles, developing a recruitment plan to ensure the best talent is attracted to the role. Support hiring managers to fully understand the needs for each role including how each can be demonstrated during the recruitment process.
- Provide a full recruitment service in liaison with the HRBP's across all countries, working with HR Project Partner for salary and benefits ranges for new countries. Ensure CAF develops a recruitment plan for each role which includes both passive and active candidates.
- Ensure all employees involved in the recruitment process are suitability trained and skilled in shortlisting, interviewing and decision making with a particular focus on EDI.
- Ensuring all recruitment materials are aligned with ensuring CAF attracts high quality candidates, ensuring that the most appreciate recruitment search and selection methods are used for each role.
- Ensure all vacancies are advertised internally, agreeing with the HRBP when an exception to this will be made
- Responsible for overall HR recruitment inbox, responding to all external stakeholders.
- Responsible for ensuring the long listing of applicants and circulate long listings to relevant managers. Responsible for tests and interviews, ensuring all relevant parties are aware of the recruitment process at all stages, ensure provision of feedback to unsuccessful candidates.
- Advertise vacancies on CAF's website, internally and on recruitment websites; social media and other sector specific recruitment resources such as with specialist agencies for all geographies including the UK positions on time and maximising budget available.

### **Employment offers and contracting (10%)**

- Responsible for Visa and Right to Work including being the nominated CAF UK Home Office contact.
- Ensuring all employment offers are made subject to the legal requirements for each country, including visa requirements and right to work
- Responsible for all offer letters and contracts of employment either directly or through the HR & Payroll Partner.
- Responsible for completing security checks and compile starter documentation for UK and employees in other geographies

### **Induction and Onboarding (20%)**

- Design, deliver and maintain exceptional Induction and Onboarding process across CAF ensuring all new starters are set up for success.
- Project work or any other ad hoc work as necessary

## **Person Specification**

### **Essential technical competencies**

- Strong experience of managing and undertaking a high-quality recruitment process at all levels including senior Directors
- International experience of developing an employer brand and attracting high quality candidates in new locations.
- Extensive experience of engaging with passive candidates to build strong relationships.
- Experience of establishing strong working relationships with colleagues in different positions, locations and cultures.

### **Essential behavioral competencies**

- Good customer service skills, logical with track record of talent acquisition internationally.
- Ability to work in multi-cultural environments
- Ability think critically, analyze multiple sources of information objectively and strategically and propose solutions
- Ability to demonstrate a flexible approach to managing and prioritising a high workload and multiple tasks in a fast paced environment with tight deadlines.
- Ability to work autonomously and with an instinctive pragmatic and problem-solving approach
- Trustworthy and able to act with discretion and diplomacy
- Excellent interpersonal and consultative skills, including the ability to communicate, present, negotiate and influence a variety of audiences face to face and at a distance
- Fluent in English, excellent communication skills, both written and verbal.
- Organized and methodical with impeccable attention to detail.
- Ability to use judgement to determine when to deal with a query to conclusion or when to consult or pass on to another member of the team.
- Commitment to CAF's values (collaboration, dynamic and evidence informed)
- Commitment to ensuring CAF is an equal opportunities employer