

Job Description

Job title	Global Recruitment & Onboarding Specialist	Location	London / Delhi/ Accra
Department	Corporate Services	Length of contract	Permanent
Role type	International	Job level	Specialist
Travel involved	Minimal	Safeguarding level	TBC
Reporting to	Head of HR	Direct reports	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.

At Clean Air Fund, we're guided by purpose and grounded in evidence. Our culture combines clear structures and rigorous frameworks with space for fresh thinking and collaboration across diverse perspectives.

Job purpose

The Global Recruitment and Onboarding Specialist provides essential administrative, coordination, and systems support to ensure the smooth delivery of an excellent recruitment and onboarding experience across the organisation.

Working closely with the Global Recruitment Partner, this role supports every stage of the hiring process, from advertising roles and coordinating interviews to maintaining recruitment systems and data while ensuring a professional, efficient, and engaging experience for candidates and hiring managers.

Scope of Role

The postholder supports the full recruitment and onboarding process, acting as a key point of contact for candidates, hiring managers, and the HR team.

They ensure the accuracy and integrity of data within the Applicant Tracking System (ATS) and HR systems, coordinate interviews and testing logistics across multiple time zones, and help maintain high standards of communication and compliance.

This role also contributes to ongoing improvements in recruitment operations, helping streamline processes and leverage technology for efficiency.

Key Working Relationships

Internal:

- Global Recruitment Partner
- HR Business Partners, HR and Payroll Partner and HR Project Partner
- Hiring Managers across all departments and locations
- IT and Finance teams (for onboarding setup and systems access)

External:

- Candidates and new starters
- Recruitment agencies and advertising partners
- ATS and HRIS providers
- Background check and onboarding vendors

Key Responsibilities

Recruitment Coordination

- Provide day-to-day coordination and administrative support throughout the recruitment process.
- Advertise vacancies through the ATS and relevant external channels, ensuring accuracy and attention to detail.
- Maintain the recruitment inbox, responding to candidate and stakeholder queries promptly and professionally.
- Schedule interviews and tests, coordinating diaries across different time zones and ensuring all participants are fully briefed.
- Support the long-listing and shortlisting process, circulating candidate details to hiring managers.
- Prepare interview packs, collate feedback, and ensure clear communication to candidates at each stage.
- Maintain up-to-date recruitment records, interview grids, and assessments in SharePoint, ensuring GDPR compliance.
- Act as the first point of contact for candidates and new hires.
- Provide timely updates to hiring managers and HR teams.

Onboarding

- Complete pre-employment checks and prepare starter documentation for UK and international staff, escalating concerns where needed.
- Support induction and onboarding logistics for all new starters.
- Arrange new starter inductions for all new joiners
- Ensure new starters are correctly set up on HRIS with accurate and complete information
- Ensure new hires have access to systems, equipment and resources

Systems & Data Management

- Act as the first point of contact for our Applicant Tracking System (ATS) and HR Information System (HRIS) queries, providing user support and troubleshooting issues.
- Maintain accurate and current data on new starters, permissions, and access rights.
- Ensure information flows effectively between the ATS, HRIS, and other HR processes.
- Assist with standard reporting, data accuracy checks, and digital file management.
- Contribute ideas to improve the efficiency and consistency of recruitment and onboarding workflows.
- Support future system updates or transitions, testing and documenting new processes where required.

Continuous Improvement

- Identify opportunities to enhance candidate and hiring manager experience.
- Contribute to streamlining workflows and strengthening consistency across recruitment processes.
- Collaborate with the Global Recruitment Partner and HR colleagues on cross-team projects and process improvements.
- Support implementation of best practices and technology enhancements.

Person Specification

Essential technical competencies

- Experience in a recruitment function, ideally in an international setting
- Ability to work at pace, juggle competing demands effectively and manage own workload and priorities.
- Experience of establishing strong working relationships with colleagues from different functions, levels, and cultures.
- High level of attention to detail and accuracy across all recruitment activities.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.
- Experience supporting HR or recruitment process improvements or systems is desirable.

Essential behavioural competencies

- Exceptionally organised and reliable, with strong follow-through.
- Professional, approachable, and comfortable communicating with candidates, managers, and external partners.
- Discreet and trustworthy when handling sensitive information.
- Proactive and solution-oriented, able to anticipate needs and act with initiative.
- Flexible and calm under pressure, with a commitment to providing excellent customer service.
- Collaborative, confident, and adaptable to change in a fast-paced environment.

Additional information

- Permanent, full-time position.
- Home working can be facilitated for up to 50%.
- Applicants must have the right to work in the country where the role is based; visa sponsorship is not available.