



Recruitment manager

Pay: Depending on experience (£45-£55k)

Hours: 45 hours a week

Location: London

Status: Hybrid working Role

Who are Inception Group?

Inception Group are London's leading immersive hospitality group. Founded in 2009 by entrepreneurs Charlie Gilkes and Duncan Stirling the company operates a group of bar, restaurant and club concepts in Southwest and Central London.

Our venues are all unique, well-reviewed destinations. Our core brands are Mr Fogg's, Barts, Cahoots, Bunga Bunga, London Gin Club and Maggie's. There are currently 13 locations with more launching this year.

Company values

- DO THE BEST, DO IT FIRST
We innovate, we excel and we do things differently
- PEOPLE ARE CENTRAL TO EVERYTHING WE DO
Treat other people how you want to be treated
- HOSPITALITY NOT SERVICE
Putting the customer experience first

Overall Purpose of the job

To provide an effective and “hands on” recruitment service, ensuring we attract, recruit and retain high calibre employees at every level, in a highly competitive market place. To enable the venues, support office, and the company to recruit the right people with the right behaviours and skills ensuring substantial recruitment targets are met and the company’s expansion plans achieved. To identify recruitment needs and advise on appropriate solutions based on current business strategies. The main focus is to ensure a sufficient flow of new recruits is achieved now, but with the view to implementing succession planning processes for internal promotions in the future.

Key Objectives

Responsible for handling and supporting the day-to-day recruitment needs of the venues, working closely with the Management teams, ensuring service levels are consistently maintained and a high level of internal/external customer satisfaction is provided.

- A strong focus on attitude not skill - look beyond the CV, and ensure candidates that are progressed have been thoroughly assessed in terms of culture fit
- Continually identify opportunities for developing and improving recruitment in a cost effective and innovative way.
- Manage and run recruitment days/interview panels/mass recruitment drives for new site openings and at times of the year when high volumes of vacancies are predicted.
- Assessing and exploiting and government funded apprenticeship schemes (or similar)
- Developing new pools of recruits and new pathways into the business either at skilled level or for enrolment into the Inception Academy
- Developing pathways into the business for international recruits, including applying for and managing a sponsorship licence
- Driving diversity in recruitment to unlock new untapped pools of talent
- Assess and report on marketplace conditions to ensure we are offering industry beating training, pay, benefits and conditions, via quarterly competitor benchmarking.
- Have a presence at Career fairs / school leavers
- Establish the Inception Group as a preferred Employer within the market. To continually promote the profile, increase awareness and the reputation of Inception groups brands in the job market and within the industry itself by networking with other companies and external contacts. Create a strong web based and social media identity that markets IG as an employer of choice to potential recruits and ensuring always up to date
- To manage a ‘PSL’ list of nominated third party agencies to support our resourcing activity.
- To provide guidance and training to managers in selection methods and techniques, ensuring compliance with employment legislation and Company policies and procedures.
- In the long-term ensure effective use of manpower planning tools to maximise internal development
- Coordinating and administering job offers, screening checks, right to work checks, references etc
- Ensuring all candidate activity is recorded on a tracker and kept up to date
- Produce weekly and monthly Recruitment KPIs, monitoring results and highlighting any trends in relation to number of applicants and hires, diversity mix, retention, and source

- In time responsible for identifying, implementing and training of an ATS system.

Key Responsibilities and Activities

Team Member Recruitment

- To manage and accurately record vacancies from all venues
- To ensure online advertising campaigns, and other candidates' sources are maximised to ensure a constant pipeline of good quality applications to your inbox.
- Develop and implementation of fit of purpose IG recruitment practices and toolkit to support venue management and provide coaching and feedback to managers where necessary.
- Conduct screening and first-line interviews where needed

Salaried Recruitment

- Define, implement, manage and participate in the recruitment of Salaried positions where required to ensure time, HR and business KPIs are met, while ensuring that the candidate care is in line with the IG culture and values
- Implement and manage a robust candidate tracking system in place that measures all key recruitment KPIs
- Liaise with the training department for new MIT's start dates.
- Support the business in developing a succession planning mechanism ensuring that where possible vacancies are filled internally and future potential identified
- Actively approach suitable candidates through linkedin searches, CV databases, networking and poaching and maintain ongoing relationships in case of future suitable positions
- Support and coordinate recruitment for interns, temps and graduates

Skill and Technical Requirements

Essential

- Minimum 2 years as an in house Recruitment Manager, recruiting Management level vacancies, in the restaurant, bar, events, food retail or coffee sector
- Must have head-hunting experience and examples of how candidates have been successfully recruited using this method
- Service focused and a good understanding of venue operations
- Creative and innovative, able to challenge and improve existing methods.
- Excellent written and verbal communication and administration skills, including advanced knowledge of word, PowerPoint, excel and outlook
- Experience of successfully programming and implementing an ATS system

Desirable

- Minimum 1 years' experience as a Recruitment consultant for an agency with a good reputation for recruiting in the restaurant, bar, events food retail or coffee sector
- Experienced at running group training sessions and excellent presentation skills
- Experienced in competency based behavioural interviewing

Personal Profile

- Strong commercial awareness and can demonstrate fair and objective decision-making skills.
- Good planning and organisational skills, attention to detail
- Effective interpersonal skills, able to build good working relationships easily.
- Strong influencing skills. Confident in successfully negotiating with suppliers, and candidates re salary packages
- Highly motivated and used to working on own initiative.
- Able to work independently and think outside the box
- Ability to motivate others.
- Team player with a good sense of humour
- Resilient, flexible and able to work under pressure
- Ability to evaluate self and others
- Based largely at sites with a mix of remote working for external recruitment activity - one day office based

How to apply

Email robin@inception-group.com with your CV and covering letter.