

**Role:** Recruitment Advisor Internship

**Salary:** £22,984 pro rata

**Start date:** ASAP

**Location:** home-based with potential travel within England and Wales

We are a start-up with fast-paced working practices and a team which is based across England and Wales. We provide professional services including strategy consultancy, management consultancy, bid-writing, project management, research and advisory across the education and related sectors. Our clients span the market, from schools and academy trusts to charities, to Local Authorities, to housing developers.

Some of our current commissions include:

- writing applications to open new mainstream and special schools
- project managing academy mergers and new school pre-opening
- research in deprived communities around their childcare needs
- supporting Trusts with leadership reorganisation to boost outcomes for students
- delivering employability support to our clients' kickstart placements
- advising housing developers on educational strategies for new communities.

We react to the needs of our clients and the political environment in which they work. We pride ourselves on being trusted partners across multiple projects for our long-standing clients, and on being able to turn around a swift solution for those calling us for the first time.

The Kickstart Scheme is a £2 billion project launched by the government in July 2020 with the aim of creating new job placements for 16-24 year olds who are at risk of long term unemployment. In doing so, Kickstart endeavours to create hundreds of thousands of subsidised job placements, providing genuine work experience to young people across any sector, as well as supporting the post-COVID economic recovery.

You can find out more about the Kickstart Scheme, and our programme, [here](#).

As a Recruitment Advisor, you will be responsible for assisting our dynamic Kickstart Team to support candidates going through the kickstart process. You will be speaking directly with candidates before, during and after recruitment, ensuring everything runs smoothly for them. You will also support our Delivery Team in working with candidates during their placements, providing them with advice and support from start to finish. You will be responsible for assisting the employability team with delivering training, onboarding and monthly check ins with young people who are on the Kickstart scheme. You will have the opportunity to help peers to access great work opportunities and help us building employability support.

This vacancy is for an internship with an immediate start date. The length of the internship is 3 – 5 months; internships under 6 weeks will only be given to exceptional candidates.

Character

We use the Table Group's 'Ideal Team Player' methodology in all our recruitment. You can read more about the methodology [here](#).

Assessing cultural fit is the central pillar of our interview process. Although your knowledge and skills will be valued, your clear communication, eagerness to develop in your career, and commitment to outstanding performance are the most important things your application will demonstrate.

## Knowledge

We are interested in receiving applications from those with a range of knowledge and experience. If your profile does not meet the characteristics laid out below but you feel you would be a great fit, please feel free to contact us for an informal discussion.

This opportunity is open to students/graduates from any subject. Preference will be given to those studying in related fields, e.g. Education, recruitment, project management, operations, etc, or those who can demonstrate substantial interest in such a field.

## Skills

You will:

- have excellent writing and oral communication skills.
- possess the patience and attention to detail to carry out administrative tasks swiftly and reliably.
- be comfortable working on your own at your desk, managing your own time in line with a variety of priorities and deadlines.
- know how to multi task.
- be proficient in Microsoft Office.
- have an interest in in administration, operations, HR or recruitment.
- be extremely tenacious, driven to get great results through hard work.

We would love to build on your specific interests, in recruitment, HR, sales or more broadly. We are looking for candidates who have the drive, passion, and ambition to make the most of this opportunity, whatever that looks like for you.

We are interviewing as soon as possible so early applications to this role are strongly encouraged.

Please submit a CV and cover letter for this role to [katie.rusic@premieradvisory.co.uk](mailto:katie.rusic@premieradvisory.co.uk)

Your cover letter should include information on your Ideal Team Player profile and how you meet our person specification. CVs which are not accompanied by such a covering letter will not be considered.