

RM6229
PERMANENT RECRUITMENT – LOT 2
NON CLINICAL GENERAL RECRUITMENT



Civil Service Diversity and Inclusion

At Prospectus we understand our leadership role as recruiters and advisors in building diverse and inclusive organisations, and will challenge and champion diversity and inclusion at all levels both externally and internally.

We deliver comprehensive training for individual consultants that not only covers statutory requirements, but bespoke best practice training sourced from our industry body and other networks. We are a Disability Confident employer, recognised Living Wage Supplier and are proud of our most recent placement statistics that reflect our success in this area:

- **Black and People of Colour: 31%**
- **Declared a disability: 6%**
- **LGBT+: 10%**
- **Women: 70%**



About Prospectus

We create change by connecting people with purpose

For over 65 years Prospectus has been working across the UK and internationally to recruit talented people for non-profits, NGOs, social enterprises, responsible businesses and the civil service.

A certified B Corp, Prospectus is part of a global movement using business for good. We are a recruitment agency with a difference, as all of our team work on a non-commission basis. This ensures we are motivated to offer the best solution and service for both our clients and candidates.

We know that high quality recruitment requires a structured approach, analytical and innovative thinking, market knowledge, intuition and above all, sound judgement. We challenge and support our clients and candidates to look beyond the obvious. Our experienced teams combine all these attributes with a commitment to excellence and critically, an exemplary track record of appointments accompanying their own networks to engage in each process.

Our ambition is always to exceed expectations and deliver transformative appointments.

Our values

Collaboration



Community



Trust



Crown Commercial Service supports the public sector to achieve maximum commercial value when procuring common goods and services. In 2020/21, CCS helped the public sector to achieve commercial benefits equal to £2.04bn - supporting world-class public services that offer best value for taxpayers.

Prospectus have been named as a supplier on Crown Commercial Service's RM6229 Permanent Recruitment Lot 2 Non Clinical General Recruitment framework.

How can we help you?

As an experienced recruitment company our specialist and expert recruitment teams work with a diverse range of charities, housing associations, education institutions, membership bodies and social enterprises to source and place exceptional permanent, interim and temporary staff, from entry-level through to Director.

Last year our permanent recruitment team...

Registered
25,238
candidates

Made **573**
permanent
placements

Areas of expertise

Administration

- Coordination
 - EA & PA
 - Governance
 - Team Administration
 - Programme Administration
-

Data & Insight

- Business Analysis
 - Data Analysts
 - Impact and Learning
 - Insight and Impact Measurement
 - Monitoring and Evaluation
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Digital

- Change Management
 - CRM Implementation
 - Digital Inclusion
 - Digital Project Management
 - Digital Service Design
 - Innovation/Transformation
 - Product Owner
 - Systems Lead
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Finance

- Accountant
 - Accounts Payable
 - Credit Control
 - Payroll
 - Management Accountants
 - Finance Assistants
 - Finance Directors
 - Finance Officers
-

Grants/Funding

- Funding Expertise
 - Grantee Relations
 - Grants/Fund Management
 - Monitoring and Evaluation
 - Impact Measurement
-

HR

- Advisor
 - Business Partner
 - Change Manager
 - DEI specialists
 - Director
 - Generalist
 - Manager
 - Talent and People
-

Marketing & Communications

- Campaigns and Advocacy
 - Digital Marketing and Communications
 - Generalist Communications
 - Media
 - Press and PR
 - Social Media
-

Operations

- Building and Facilities Management
 - Facilities Administrators
 - Facilities Assistants
 - Facilities Officers
 - Facilities Managers
 - Office Management
 - Office Relocations
 - Service Operations
-

Policy

- Case work
 - Policy Development
 - Public Affairs
 - Stakeholder and Network Development
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Programmes/ Project

- Evaluation
 - PMO
 - Programme Delivery
 - Programme Design
 - Project Management
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.....**plus lots more.** Contact us if the expertise you are looking for isn't listed.

Our Recruitment Process / Candidate Attraction

Our process supports you in building inclusive teams and we follow four core principles in our execution which reflect the core modular services of the framework.

1. Learn (Customer Planning)



We get to know your department, culture, ambitions and the requirement of the role. This would usually include a thorough briefing with a named account manager. We will offer market insight or previous appointments and challenge the you to think creatively about the role and how to improve the diversity of the shortlist.

Outcome: A comprehensive role description and advert. Agreed parameters including any SLA requirements, a detailed timeline and check-in milestones.

2. Explore (Candidate Identification and Attraction)



We will explore the candidate marketplace, contact candidates and leverage our extensive networks and sector knowledge. This will also include advertising on relevant job boards, social media and pay-per-click advertising and ensure we cover the active and passive candidate base, positively communicating the EVP.

Outcome: An engaged list of potential candidates to evaluate.

3. Engage (Candidate Assessment and Evaluation)



Following the exploration phase Prospectus will contact, engage and assess candidates in line with the agreed approach. This will include ensuring candidates have a positive experience, fully understand the role, timescales and any vetting and security requirements.

Outcome: A longlist of candidates to discuss and finalise a shortlist of final candidates.

4. Appoint (Offer and Appointment)



Prospectus will support in carrying out final interviews and manage the administration of the interview process. Once the preferred candidate is confirmed, Prospectus will support in negotiations with regards to compensation as required and regret any unsuccessful candidates. In addition, we recommend a debrief post campaign to share any learning or market feedback.

Outcome: A successful placement and positive engagement with regretted candidates.