

RECRUITMENT OFFICER

JOB DESCRIPTION

JOB TITLE:	Recruitment Officer
WHO YOU'LL REPORT TO:	HR Manager
LOCATION:	Liverpool (Hybrid working available)

ABOUT THE HANGAR

The Climbing Hangar is a leading chain of indoor climbing gyms, dedicated to creating an inclusive and vibrant community for climbers of all levels. With a strong presence across the UK, we are passionate about making climbing accessible, fun, and engaging for everyone.

With national expansion underway - and significant business-to-business and technology market opportunities – we are at an exciting stage in our journey to becoming the UK's No.1 climbing community and are looking for exceptional individuals to go on the journey with us.

THE ROLE

We are looking for a proactive, detail-oriented Recruitment Officer to support our HR Department. In this role, you will play a key part in attracting, sourcing, and onboarding top talent across all departments and locations, helping us maintain our dynamic and inclusive work environment. Additionally, you will provide administrative support to the HR team to ensure smooth operations across the wider HR function.

KEY RESPONSIBILITIES

MANAGING THE RECRUITMENT PROCESS:

- △ Partner with hiring managers to understand recruitment needs and create comprehensive job descriptions, person specifications and interview assets.
- △ Manage end-to-end recruitment for various roles, from job posting and candidate sourcing to interview co-ordination and offer management.
- △ Conduct interviews and support the selection process to ensure we hire candidates who align with our values and culture.

CANDIDATE SOURCING:

- △ Actively source candidates through various channels, including job boards, social media, and networking.
- △ Create recruitment campaigns to attract a diverse pool of candidates for roles at all levels.

CANDIDATE MANAGEMENT:

- △ Support with the implementation and management of our Candidate Management System (CMS) to track candidates through the recruitment pipeline.
- △ Ensure a positive candidate experience through timely and professional communication.

ONBOARDING AND COMPLIANCE:

- △ Collaborate with HR to ensure new hires complete all onboarding steps, including submitting the necessary Right to Work documents and completing DBS checks.
- △ Assist with the preparation and delivery of onboarding materials and inductions for new starters.
- △ Ensure recruitment processes comply with legal requirements and company policies, particularly in relation to equal opportunities and data protection.

RECRUITMENT REPORTING:

- △ Monitor and report on recruitment metrics such as time-to-hire and cost-per-hire.
- △ Identify opportunities to improve efficiency and effectiveness in recruitment processes.

EMPLOYER BRANDING:

- △ Work with the Marketing & Design Team to develop and maintain our employer brand, ensuring job ads and recruitment materials reflect our company values and culture.
- △ Contribute to creating engaging content for recruitment campaigns across multiple platforms.

RELATIONSHIP BUILDING:

- △ Build and maintain relationships with key internal and external stakeholders, including recruitment agencies, colleges, and universities.
- △ Represent the company at recruitment fairs and events to attract talent.

HR ADMINISTRATIVE SUPPORT:

- △ Support the HR team with general administrative tasks, such as updating employee records; processing contracts, Right to Work & DBS checks; and managing HR documentation.
- △ Assist in the preparation of HR reports and metrics to monitor recruitment and employee lifecycle trends.
- △ Provide support during HR projects and initiatives, including employee engagement, training programs, and performance management cycles.
- △ Help coordinate employee training sessions and assist with tracking staff development.
- △ Support in the organisation and coordination of company events, such as workshops, staff onboarding events, and team-building activities.

KEY SKILLS AND EXPERIENCE

PROVEN RECRUITMENT EXPERIENCE:

- ▲ Experience managing full recruitment lifecycles, ideally within a fast-paced environment.

STRONG COMMUNICATION SKILLS:

- ▲ Ability to build relationships with stakeholders at all levels and communicate effectively with candidates.

ORGANISATIONAL SKILLS:

- ▲ Strong attention to detail and the ability to manage multiple recruitment campaigns simultaneously.

KNOWLEDGE OF RECRUITMENT TOOLS:

- ▲ Experience using a Candidate Management System (CMS) and various job boards/ social media for candidate sourcing.

COMPLIANCE AND LEGAL AWARENESS:

- ▲ Knowledge of Right to Work requirements, DBS checks, and recruitment-related legal standards.

CULTURAL FIT:

- ▲ Alignment with our company values and commitment to creating an inclusive and welcoming work environment.

WHY JOIN US

At The Climbing Hangar, you'll be part of a passionate team dedicated to growing the climbing community. You'll have the opportunity to make a real impact on our customer engagement strategies while enjoying a dynamic and supportive work environment.

WHATS IN IT FOR YOU?

In return for your brilliance, you will receive:



Free Climbing for you
and a plus one



Hybrid/ Flexible
working opportunities



A pet friendly office
environment



Access to our Employee
Assistance Program,
including free access to
the Headspace App



Discounted gear from
our retail range



Generous discounts on
food and drinks from
our Café



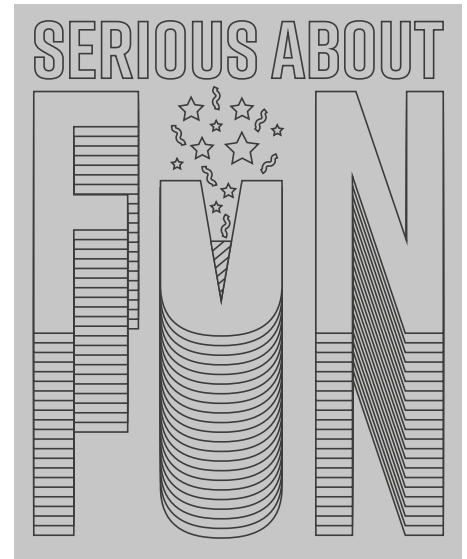
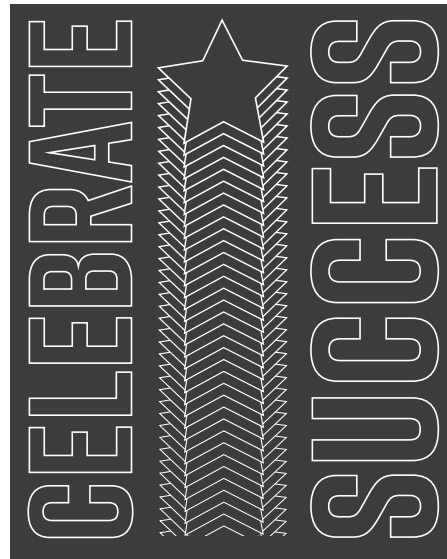
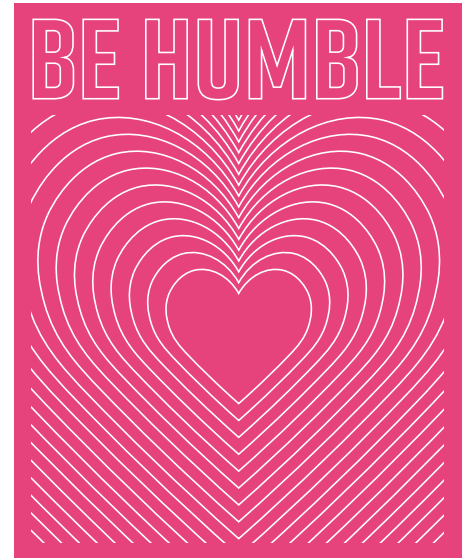
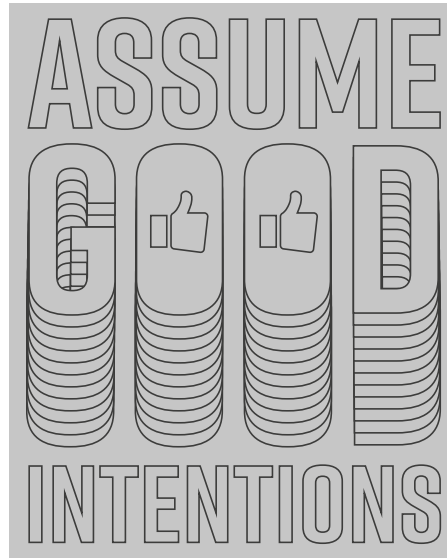
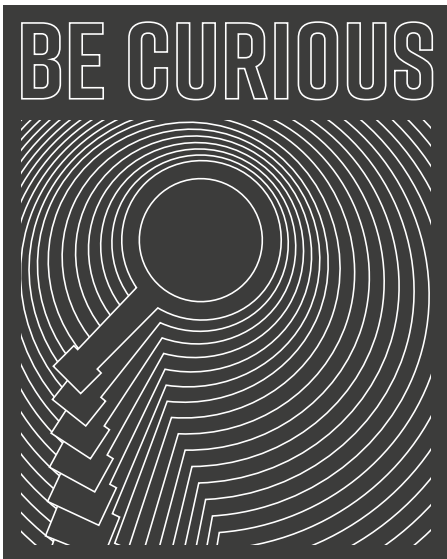
An opportunity to learn
from a wide range of
excellent colleagues and
experts in their field



28 days annual leave
per year
(Pro-rata & inclusive
of bank holidays)

OUR VALUES

We believe that life is a series of adventures, that it's easier to get better together, that we should strive to deliver the unexpected... and we believe that applies as much to the service we provide to our customers as it does to the way we run our business and work with our teams. We're a close-knit team and looking for a new team member that will quickly feel part of the family. We value people that are:



It's important to the business that our members feel part of a community and that spirit of inclusiveness begins with our team. Let's be totally clear, if you don't think being inclusive is the enlightened path, you won't like working here. Please apply elsewhere.

The Climbing Hangar is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

TO APPLY...

please send your CV and a covering letter to recruitment@theclimbinghangar.com and write the 'Position' you're applying for, as well as the 'location' of the centre in the **Subject line**.

Don't forget to let us know in your covering letter why you want to work for The Climbing Hangar; what position you'd like to apply for; and why you think you'd be a great fit for the role and our vision.