

**Associate
Recruitment
Consultant**

(Part-Time / Assignment-Based)

CANDIDATE BRIEFING DOCUMENT



January 2024

ABOUT 2INTO3

At 2into3 we work to build the capacity of mission-driven organisations, enabling them to have a transformative social impact.

We are passionate about supporting people and organisations to have a greater impact in the community, whether they are a charity, sporting organisation, government body, social enterprise, philanthropist or private company.

With offices in Dublin, Belfast, Cork and Galway, 2into3 works across the entire island of Ireland and has a proven track record with over 360 clients availing of its services.



You can read more about 2into3 and our services on our website: 2into3.com

MISSION

Build the capacity of organisations to have a transformative social impact.

VISION

Enabling a world where the social economy meets the needs of its people.

WHAT DO WE MEAN BY SOCIAL ECONOMY?

By social economy we refer to all organisations who strive to have a public purpose and social impact. They are built on the principle that people come first and profits are reinvested into the organisation to further its mission.

HOW WE ENABLE TRANSFORMATIVE SOCIAL IMPACT

Through our work we help our clients achieve greater social impact. To date this impact has been delivered by more effective fundraising, ambitious yet achievable strategic plans, organisational structures that are fit for purpose, optimal funding is used, placing motivated people in the right roles or ensuring the correct governance measures are in place, to name but a few outcomes.

OUR SERVICES

- **Talent Management Services** (including Senior Recruitment and the For Purpose Graduate Programme)
- **Strategic Advisory Services** (including Strategic Planning, Governance and Organisation Reviews)
- **Funding Advisory Services** (including Fundraising Strategy, Grants and Partnerships)
- **Insights** (including Fundraising Trends and Metrics)

ROLE SUMMARY

As the scale and demand of 2into3’s Talent Management Services Practice continues to increase, we are seeking to engage an Associate Recruitment Consultant to work with a variety of our clients across the nonprofit sector.

The purpose of the role is to lead on the delivery of selected senior level recruitment assignments for 2into3.

Once terms to engage are agreed between 2into3 and the client, the Associate Consultant will assume responsibility for delivering the agreed plan and process, from start to finish; ensuring assignments are consistently delivered in a timely, efficient and professional manner.

They will work to an agreed schedule and follow 2into3’s methodology throughout – remaining flexible and responsive to the clients’ needs, keeping the Director and client updated on progress, and consulting or seeking the advice or the direct intervention of the team as appropriate.

Associate Consultants have access to all systems and applications used by 2into3, as well as other resources and sectoral knowledge to support them in assignment delivery. Additional supports are available throughout each assignment, as required.



THE POSITION

Title	Associate Recruitment Consultant
Reporting to	Director of Talent Management Services
Hours	Part-time, assignment-based
Location	Huckletree in The Academy, 42 Pearse St, Dublin D02 YX88 (with hybrid working arrangements)
Duration	12-month associate agreement, with opportunity for renewal
Remuneration	Equivalent to a fixed rate of the net fee billed for each assignment



Assignment Support & Delivery

- Deliver assignments within agreed timeframes and ensure a high standard of service is met for each assignment.
- Manage the end-to-end recruitment process for agreed projects using 2into3's templates and processes.
- Consult and advise clients on resourcing needs, make recommendations on job titles, role functions, remuneration levels and advertising strategies for roles and work with the client to draft and agree job descriptions, candidate briefing documents and advertisement copy.
- Receive and acknowledge all applications and complete initial screening of all applications in a timely manner.
- Develop the candidate database for each assignment to agreed targets, both through active advertisement and promotion of the role, as well as conducting full executive searches, sourcing candidates using tools such as LinkedIn Recruiter.
- Respond to all queries relating to the position in a timely manner.
- Arrange and conduct a two-stage screening process (by phone and screening interview) to assess the suitability of each candidate.
- Manage each client relationship for the duration of a given assignment, providing weekly updates and responding to queries as they arise.



Assignment Support & Delivery (cont'd.)

- Gather data from conversations with prospective candidates and liaise with clients to mitigate any market-related challenges e.g., feedback relating to salary / benefits.
- Prepare and present a list of suitable / potentially suitable candidates (as well as the rationale for each) to the client at the end of the interview stage of each assignment.
- Arrange, moderate, and facilitate the panel interview stage of each assignment with both the candidate and clients, to allow the client to meet with and assess each agreed candidate directly.
- Follow up fully with all applicants, including declining unsuitable candidates, providing timely and constructive feedback.
- Manage the offer and acceptance process, including the completion of reference checks for preferred candidates and supporting the client, where required, on the onboarding process.
- Complete and maintain detailed and accurate database records for all client and candidate interaction, recording and maintaining accurate statistics related to each recruitment campaign undertaken.
- Provide the client and the Director of Talent Management Services with regular progress reports, liaising with all decision makers as required throughout.

Business Development

- Manage the relationship with clients of strategic value with a view to securing further assignments and fostering recruitment partnerships with organisations.
- Where you are responsible for introducing 2into3 to a new recruitment assignment you will be entitled to receive an agreed commission.
- Help to maintain and secure 2into3's place as the leading recruiter of management level talent for the nonprofit sector in Ireland.

Supporting the Talent Management Services Practice

- Foster relationships with experienced candidates searching for new opportunities within the nonprofit sector to develop 2into3's database of available candidates.
- Maintain awareness of and advise on trends/best practices within talent management and developments in the employment landscape in Ireland and internationally.
- Contribute to meetings and team development sessions as required.
- Act in accordance with the ethos of 2into3's mission.

These duties are a general guide to the responsibilities of the role and are neither definitive nor restrictive.

You may from time to time be required to undertake other duties commensurate with the post as designated by your line manager.

PERSON PROFILE

2into3 is seeking an experienced and talented individual with a commitment to the nonprofit sector and an understanding of end-to-end recruitment.

The successful candidate will be comfortable managing all aspects of 2into3's recruitment process.

The Associate Recruitment Consultant will be a driven individual, possessing strong relationship management and commercial skillsets and a proven ability to both work as part of a team, and independently manage a pipeline of assignments.



CORE COMPETENCIES AND SKILLS

Criteria	Essential
Track record of achievement in a recruitment role	✓
Third level qualification and evidence of continuous professional development, ideally in HR or a related field	✓
Project Management: highly organised and comfortable with managing all aspects of the recruitment process with the ability to work independently, prioritise responsibilities with a minimum level of supervision, and manage a range of concurrently active assignments	✓
Communication: Exceptional interpersonal and communication skills (oral, written, listening) with a strong attention to detail	✓
Stakeholder Engagement: Ability to manage relationships at a senior stakeholder level with both clients and candidates	✓
Teamwork: Strong commitment to teamwork with the ability to work in a collaborative manner in a small team environment and take ownership of work	✓
Excellent IT skills, particularly MS Office (e.g., Word, Excel, Outlook) and recruitment specific tools such as LinkedIn Recruiter	✓
High degree of motivation, initiative, flexibility, and creativity	✓
Strong passion for the work that 2into3 and its clients do and a demonstrable understanding of the nonprofit sector and/or the area of recruitment	✓

If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion in the table above, please do still get in touch so we can discuss further how you may be a fit.



APPLICATION PROCESS

To apply, or to discuss further, please send your contact Fergal O'Sullivan, Director of Talent Management Services.

- **Website** www.2into3.com
- **E-Mail** fergal.osullivan@2into3.com
- **Address** Huckletree in The Academy, 42 Pearse Street, Dublin, D02 YX88
- **Telephone** (086) 180-6051

2into3 is an equal opportunities employer who believe that diversity is a strength in the workplace. We therefore welcome applications from suitably qualified candidates from all sections of society, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.

We endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.